

DEPARTMENT OF THE ARMY
Corps of Engineers, Omaha District
106 South 15th Street
Omaha, Nebraska 68102-1618

OM 10-1-2

CENWO-RM-B

Memorandum
No. 10-1-2

1 July 2002

Organization and Functions
U.S. ARMY ENGINEER DISTRICT, OMAHA

History: This memorandum supersedes the Omaha District OM 10-1-2, dated 15 May 00.

Summary: This memorandum sets forth the mission, approved organization structure, and functions of the Omaha District, and prescribes related policy, responsibilities, instructions and applies to all organizational elements of the Omaha District.

1. References.

- a. ER 10-1-2, 31 October 1999, Organization and Functions, Division and District Offices.
- b. NWDR 10-1-2, 1 January 01, Organization and Functions, Northwestern Division Mission and Functions.

2. General.

- a. Organizational elements and functions prescribed herein reflect the organizational level as depicted by the current Organization Position Chart.
- b. This memorandum consists of 24 appendices.
 - (1) The mission statement is at appendix A.
 - (2) Common organizational functions (administrative, managerial, supervisory, and interfunctional/matrix) are at appendix C.

This memorandum supersedes OM 10-1-2, 15 May 2000.

OM 10-1-2
1 July 02

(3) Organization charts and functional statements for the District's staff and field offices are at appendices D through W.

(4) A glossary of commonly used verbs is at appendix X.

3. Policy.

a. Headquarters, United States Army, Corps of Engineers (HQUSACE) defines and assigns functions to divisions and districts.

b. Requests to regionalize a baseline function listed in appendix B of ER 10-1-2, consolidate separate baseline functions, reassign functions between divisions/separate offices, or to establish new field offices are to be submitted through the Region Deputy Commander to the Division Commander, and approval obtained from HQUSACE before implementation. These requests are to be submitted in the format of appendix F to ER 10-1-2.

c. The Omaha District Commander is the approving authority for organization and function changes at the branch level and below.

d. District organization and functions set forth in this memorandum will reflect the current mission, structure, and functional assignments.

e. Changes in organization or assignment of functions will not be implemented until approved by the District Commander.

4. Organization. Reference 1.a. provides guidelines for the organization of district offices. Within these guidelines, the division and district commanders are to determine the most efficient and effective structure based on customer requirements, available resources, and local operating environments. In determining structure, certain principles pertain:

a. The number of subordinate elements is the minimum necessary for successful mission accomplishment.

b. Each element has clearly defined functional responsibilities.

c. Functional and resulting organizational relationships are clearly defined.

d. Elements have the highest supervisory ratio possible given the functions concerned and personnel resources available.

e. Each organizational change results in clearly identified benefits.

f. The District's formal structure does not conflict with the use of interfunctional or matrix management when appropriate for special situations, process improvement, and similar purposes.

5. Function Statements.

a. Functional statements will be stated in terms which exclude procedural and quantitative information; i.e., "what is done," not how or why.

b. Each functional statement will begin with a verb. Appendix X, Glossary of Verbs, is intended to assist in the writing of statements by assigning mutually understood values to words commonly used.

c. Functional statements for an office will not repeat or be similar to those of a subordinate element.

d. To avoid unnecessary repetition, certain administrative, managerial, and supervisory functions will not be used. Instead, these recurrent functions are recorded in appendix C.

6. Responsibilities.

a. Chiefs and directors of staff offices will:

(1) Ensure that their organizations are efficiently and effectively structured.

(2) Ensure that their function statements accurately depict current mission requirements.

(3) Propose changes to organization and functions in accordance with paragraph 9. If a proposal involves more than one district office, coordinate with that office and submit a joint or concurring proposal. When a proposal is known to require division approval (para. 3.b), involve divisional counterparts during the proposal preparation phase.

(4) Implement approved changes, including initiating any necessary personnel actions.

b. The Resource Management Office will:

(1) Perform analysis of organizations and functions to ensure that sound management and organizational principles and practices are being applied.

(2) Provide assistance to all elements on organization and function statement matters.

(3) Analyze proposed organization and function statement changes, coordinate input from other staff offices as required, and recommend a course of action to the Commander.

(4) Initiate organization change actions such as requests to division for approval of proposals and orders officially promulgating changes.

(5) Prepare and publish this memorandum.

c. The Civilian Personnel Advisory Center Office will:

(1) As requested by the Resource Management Office, review proposed organization and function changes for their effect on such factors as supervisory ratio, classification, and job description-function relationships.

(2) Ensure that all current and newly established positions clearly relate to the approved function statements.

(3) Ensure that approved job descriptions do not include responsibilities outside the purview of the element's mission and functions.

(4) Provide assistance to organization elements in improving position structure and job descriptions so as to be in consonance with approved organization structure and functions.

7. Changes to Organization and Functions. All requests for organization changes will be forwarded by the staff office involved to the Resource Management Office. Requests will include the following information:

- a. A statement describing the situation, problem, directive, or development that causes the need for a change.
- b. A diagram of the current organization showing element titles, position titles, and grades. All pertinent sub-elements are to be shown and identified.
- c. The current function statements.
- d. The current authorized staffing, including vacancies, by job title, series, and grade.
- e. A diagram of the proposed organization showing element titles, position titles, and grades. All pertinent sub-elements are to be shown and identified.
- f. The proposed function statements. Include a statement that the proposed change does not duplicate functions assigned to other elements or extend beyond the scope of the basic mission.
- g. The proposed staffing by job title, series, and grade with any additional staff above what is currently authorized clearly identified.
- h. Justification for any additional staff being requested. To the extent possible, justify the increase by using quantitative workload data.
- i. Show the impact of the proposed change, as applicable, on these costs: total labor multiplier, engineering and design, supervision and administration, general and administrative, and other pertinent costs.
- j. A brief comparison of the current fiscal year costs and any computed savings or additional costs which are a direct result of the proposal. This comparison will be based on the approved current operating budget. Include a statement on the availability of funds to support the proposed change.

OM 10-1-2
1 July 02

k. A statement regarding the need to change, add, or delete the current office symbol, organization code, and timekeeper number.

FOR THE COMMANDER:

//signed//

24 Appendices	TODD E. SKOOG
APP A - Vision Statement	LTC, EN
APP B – Mission Statement	Deputy Commander
APP C - Common Responsibilities	
APP D - Executive Office	
APP E - Boards and Committees	
APP F - Construction Division	
APP G - Contracting Division	
APP H - Engineering Division	
APP I - Hazardous, Toxic & Radioactive Waste Mandatory Center of Expertise	
APP J – Civilian Personnel Advisory Center	
APP K - Information Management Office	
APP L - Internal Review Office	
APP M - Logistics Management Office	
APP N - RESERVED	
APP O - Office of Counsel	
APP P - Operations Division	
APP Q - Planning, Programs and Project Management Division	
APP R - Public Affairs Office	
APP S - Real Estate Division	
APP T - Resource Management Office	
APP U - Safety & Occupational Health Office	
APP V - Security & Law Enforcement Office	
APP W – Small Business Office	
APP X - Glossary of Action Verbs	

DISTRIBUTION:

<http://w3.now.usace.army.mil/html/im-c/rcrdsmgt/pdf/m10-1-2>

TABLE OF CONTENTS

<u>Subject/Division/Office</u>	<u>Page</u>
Vision Statement	A.1.1
Mission Statement	B.1.1
Common Responsibilities	C.1.1
Executive Office	D.1.1
Boards and Committees	E.1.1
Construction Division	F.1.1
Contract Administration Branch	F.2.1
Contract Administration Section	F.2.1
Contract Management Section	F.2.4
Quality Assurance Branch	F.3.1
Area Offices	F.4.1
Office Engineering Section	F.4.2
Technical Section	F.4.2
Resident/Project Office	F.4.3
Rapid Response Program Office	F.5.1
Contracting Division	G.1.1
HTRW Branch	G.2.1
Civil Works Branch	G.3.1
Military Branch	G.4.1
Business Development Branch	G.5.1
Engineering Division	H.1.1
Value Engineering Office	H.2.1
Design Branch	H.3.1
Civil Engineering Section	H.3.2
Plans and Specifications Section	H.3.3
Electrical Section	H.3.5
Mechanical Section	H.3.6
Structural and Interior Design Section	H.3.7
Environmental Engineering Section	H.3.9
Architectural Section	H.3.10
Protective Design Mandatory Center of Expertise	H.4.1
Hardened Structures Section	H.4.2
Security Engineering Section	H.4.3
Geotechnical Engineer and Sciences Branch	H.5.1

OM 10-1-2

TC

1 July 02

Soils Section A & B	H.5.1
Geology Section	H.5.4
Surveys, Mapping and GIS Section	H.5.6
Chemistry Section	H.5.7
Industrial Hygiene Section	H.5.8
Hydrologic Engineering Branch	H.6.1
Water Control and Water Quality Section	H.6.1
Flood Plain Management Services Section	H.6.3
Hydraulic Section	H.6.4
Hydrology Section	H.6.6
Sedimentation and Channel Stabilization Section	H.6.8
Cost Engineering Branch	H.7.1
Transportation Systems Mandatory Center of Expertise	H.8.1
Hazardous, Toxic and Radioactive Waste Center of Expertise	I.1.1
Environmental Cost, Compliance & Technology Branch	I.2.1
Chemical Data Quality Management Branch	I.3.1
Environmental Health and Safety Branch	I.4.1
Geoenvironmental Branch and Process Engineering Branch	I.5.1
Environmental Studies and Liaison Branch	I.6.1
Civilian Personnel Advisory Center (CPAC)	J.1.1
Information Management Office	K.1.1
Applications and Planning Branch	K.2.1
Computer Systems and Communications Branch	K.3.1
Customer Assistance Branch	K.4.1
Internal Review Office	L.1.1
Logistics Management Office	M.1.1
RESERVED	N.1.1
Office of Counsel	O.1.1
Operations Division	P.1.1
Management Support Branch	P.2.1
Technical Support Branch	P.3.1
Natural Resources Management Section	P.3.2
Maintenance Engineering Section	P.3.6
Regulatory Branch	P.4.1
Field Support and Analysis Section	P.4.1
Regulatory State Offices	P.4.2
Readiness Branch	P.5.1

Main Stem Project Offices (O&M)	P.6.1
Hydropower O&M Section	P.6.4
Natural Resources Management Section	P.6.5
Technical Support Section	P.6.6
Main Stem Project Office, Fort Peck, Montana	P.7.1
Main Stem Lake Office, Fort Peck, Montana	P.8.1
Natural Resources Branch	P.8.2
Maintenance and Construction Branch	P.8.3
Missouri River Project Office	P.9.1
Tri-Lakes Project Office	P.10.1
Planning, Programs and Project Management Division	Q.1.1
Civil Works Branch	Q.2.1
Military Branch	Q.3.1
Hazardous, Toxic and Radioactive Waste Branch	Q.4.1
Programs Management Branch	Q.5.1
Planning Branch	Q.6.1
Public Affairs Office	R.1.1
Real Estate Division	S.1.1
Appraisal Branch	S.2.1
Acquisition Branch	S.3.1
Closing and Condemnation Section	S.3.1
Leasing and Purchase Section	S.3.1
Management and Disposal Branch	S.4.1
Civil Section	S.4.1
Military Section	S.4.1
Planning and Control Branch	S.5.1
Control Section	S.5.1
Planning Section	S.5.2
Real Estate Offices	S.6.1
Resource Management office	T.1.1
Budget, Manpower and Management Branch	T.2.1
Finance and Accounting Branch	T.3.1
Safety and Occupational health Office	U.1.1
Security and Law Enforcement Office	V.1.1
Small Business Office	W.1.1
Glossary of Action Verbs	X.1.1

APPENDIX A

VISION

for the U. S. Army Corp of Engineers

To be the world's premier engineering organization. Trained and ready to provide support anytime, anyplace. A full spectrum Engineer Force of high quality, dedicated soldiers and civilians:

A vital part of the Army:

The Engineer team of choice - responding to our Nation's needs in peace and war;
A values based organization – respected, responsive, and reliable.

“Changing today to meet tomorrow's challenges!”

APPENDIX B

MISSION for the Omaha District

The U. S. Army Corps of Engineers, Omaha District officers and civilians perform Engineering & Planning Services, Construction Oversight, Contract Management, Real Estate Services and Operations for:

Military Construction
Hazardous, Toxic & Radioactive Waste Cleanup
Civil Works

in support of the U.S. Military and the citizens of nine upper Midwest States during peace and war.

1. Commands and controls all U. S. Army Corps of Engineers (Corps) activities assigned to the Omaha District and employs these forces to conduct operations in support of assigned missions and operational plans of the Corps within assigned geographical designations.
2. Plans, designs, and constructs military facilities and administers real estate for Departments of the Army and Air Force in the following states: Wyoming; Colorado; North Dakota; South Dakota; Nebraska; Minnesota; Iowa; Wisconsin; and K. I. Sawyer and Wurtsmith AFBs, Michigan.
3. Plans, designs, and constructs water resources projects, administers real estate for civil works activities and ensures preservation and enhancement of the environment in the Missouri River watershed above Rulo, Nebraska.
4. Operates and maintains completed multiple purpose water resource projects with hydropower generating plants, recreational facilities, and natural resource land holdings. Also operates and maintains a major river navigational project and flood control and recreational projects. In those cases where local sponsors have such responsibility over flood control projects, exercises general supervision over the maintenance of such projects.

OM 10-1-2

APP B

1 July 02

5. Administers laws and implements the Corps regulatory program concerning protection and preservation of the waters of the United States within the Omaha District. The Omaha District regulatory boundary encompasses the entire States of Montana, Wyoming, North Dakota, South Dakota, and Nebraska and the northeastern portion of Colorado that lies within the Missouri River drainage basin.
6. Serves as action agent for the Corps' Protective Design Mandatory Center of Expertise (PD-MCX). Areas of protective design include: nuclear and conventional weapons effects-resistant design, nuclear-biological-chemical protection, electromagnetic pulse protection, physical security design, antiterrorism design, and explosives safety related design. The PD-MCX, with assistance from appropriate Corps elements, assists HQUSACE (CEMP-ET) in protective design program guidance, technology transfer, and coordination with other agencies.
7. Provides personnel and other administrative support services for Missouri River Region and local DoD agencies as directed.
8. Serves as one of three offices constituting the Corps' Hydroelectric Design Center with assigned first priority for all Missouri River Region, Northwestern Division, work.
9. Maintains a ready response to meet the public need in the event of a natural disaster or technological emergency. Coordinates and exercises the full capabilities and authorities of PL 84-99 for the common good in order to save human life, prevent human suffering, or mitigate property damage.
10. Plans, coordinates and maintains a response readiness condition for mobilization, continuity of government, and military support for civil defense.
11. Provides the expertise and competence as the Superfund "Design Center" for EPA Regions I, III, V, VII, and IX and the toxic and hazardous waste site engineering capability for the Department of Energy and the Defense Environmental Restoration Account.
12. Serves as exclusive design and construction agent for the rapid response hazardous and toxic waste program, and responds nationwide to toxic and hazardous materials contamination problems utilizing the rapid response contract capability.

13. Operates and maintains the Corps' Mandatory Center of Expertise for the cleanup of hazardous, toxic, and radioactive waste sites under the Superfund and Defense Environmental Restoration Programs and maintains state-of-the-art expertise.

14. Serves as the Corps' Transportation Systems Mandatory Center of Expertise. Provides technical engineering support to HQUSACE and Headquarters, U.S. Air Force, and consulting services to all major subordinate commands, Army installations, and Air Force bases, worldwide, upon request. Serves as HQUSACE technical monitor for transportation systems.

APPENDIX C

COMMON RESPONSIBILITIES

1. ADMINISTRATIVE.

- a. Receipt, distribution, and dispatch of mail; messenger service.
- b. Maintenance of general files, suspense files and reference materials.
- c. Preparation of personnel action requests.
- d. Obtaining and controlling office and operating supplies and equipment.
- e. Maintenance of records and reports.
- f. Obtaining office services.

2. MANAGERIAL AND SUPERVISORY.

- a. Internal administration, including development of internal operating procedures and policies.
- b. Supervision of assigned elements.
- c. Preparation and maintenance of budget data and programming including development, execution, review, and analysis.
- d. Production planning and control.
- e. Review and quality control, including collection of performance and cost data.
- f. Training.
- g. Coordination with other operating elements.
- h. Development of organization structure, personnel, and equipment requirements.
- i. Review and development of work standards and objectives.

j. Performance of administrative and/or specialist staff functions when no administrative office and/or specialist staff office is established.

k. Safeguard Government resources against fraud, waste, abuse, and mismanagement.

l. Safety, fire prevention, and security.

m. Ensures operational security of ADP equipment and protects the integrity of the data.

n. Review and evaluate reports of subordinates.

o. Preparation of reports.

p. Conduct staff visits.

q. Evaluate performance.

r. Advise or assist the next higher level on matters pertaining to the element's responsibilities. (Exception: District Commander and chiefs of office and divisions)

s. Serve as acting chief during absences. (Exception: Deputy District Commander)

t. Membership on boards and committees.

3. INTERFUNCTIONAL MATRIX MANAGEMENT.

a. Recruitment of team.

b. Assignment of personnel to team.

c. Determining goals, objectives, and scope.

d. Determining tasks.

e. Scheduling tasks.

f. Determining dollar resources needed.

- g. Monitoring, budgeting, and task completion.
- h. Coordination of efficient use of resources.
- i. Development of alternatives/recommendations.
- j. Ensuring coordination for completeness, timeliness, accuracy, internal consistency, and technical adequacy.
- k. Providing technical expertise.
- l. Providing management expertise.
- m. Providing direction to team members including supervising employees in other organizations.
- n. Assisting in establishing performance standards and evaluating team members' performance.

APPENDIX D
EXECUTIVE OFFICE

1. COMMANDER.

- a. Commands and directs the activities of the Omaha District.
- b. Is the principal Army representative regarding both civil and military engineering matters affecting either military commands or political bodies within assigned area of jurisdiction.

2. DEPUTY COMMANDER.

- a. Acts for the Commander as directed.
- b. Is the Senior Deputy assigned to the District Headquarters Executive Office and is the principal assistant and advisor to the Commander.
- c. Takes final action on matters delegated by the Commander.
- d. Acts as Position Management Officer for the District.
- e. Acts as Competition Advocate.
- f. Serves as the Chief of Staff for the Headquarters staff.
- g. Serves as the Deputy Commander for Military Construction as directed.

3. DEPUTY DISTRICT ENGINEER FOR PROJECT MANAGEMENT.

- a. Is the principal assistant and advisor to the Commander regarding Project Management.
- b. Collaborates with District Engineer in planning, developing, coordinating, and directing Project Management System activities.
- c. Provides staff leadership in establishing management processes to effectively schedule, budget, monitor, resolve, or elevate issues and anticipate problems impacting the accomplishment of assigned projects.

- d. Chairs the Project Review Board.
- e. Chairs the Program and Budget Advisory Committee.

4. DEPUTY COMMANDER FOR MILITARY CONSTRUCTION.

- a. In the absence of the Deputy Commander, acts for the Commander as directed.
- b. Is the principal assistant and advisor to the Commander regarding military engineering and construction in designated geographical locations.

5. ADMINISTRATIVE OFFICER.

- a. Formulates and recommends general policies, procedures, and regulations.
- b. Coordinates, reviews and evaluates the effectiveness of administrative and operating policies and makes reports and recommendations for improvement thereon to the Commander.
- c. Serves as Commander's representative in addressing inquiries from Federal, State, and local officials, as well as being the District's ambassador to local civic organizations.
- d. Promotes and coordinates District-wide programs including Combined Federal Campaign, Corps Day, Brush up Nebraska, Federal Executive Association, Fitness & Wellness, and community service initiatives.
- e. Advises and consults with the Commander and/or Deputy District Commanders.
- f. Advises and consults with employees regarding work or personnel problems.

6. EQUAL EMPLOYMENT OPPORTUNITY OFFICER.

- a. Plans, develops, coordinates, and implements the Department of the Army Equal Employment Opportunity Program for the Omaha District and serviced activities.
- b. Provides a point of contact for coordination, liaison, and information for management and program staff, various organizational elements, other city, State, Tribal

and Federal agencies, special interest group organizations, and community leaders to keep Such groups informed concerning program status, coordinated activities, and pooled resources.

c. Provides Equal Employment Opportunity training to managers, supervisors, and military personnel assigned to the Omaha District.

d. Provides Equal Opportunity/Race Relations Program Training for military personnel.

7. NATIVE AMERICAN COORDINATOR/SPECIAL ASSISTANT.

a. Is the special assistant and advisor to the District Commander regarding all Indian matters in the District.

b. Develops, manages, and coordinates programs and initiatives undertaken by the Corps of Engineers and the Omaha District regarding all Native American Tribes within the District boundaries.

c. Prepares pertinent correspondence, reports, and documents, as required to develop and implement policies related to Native Americans.

d. Arranges meetings with Tribal chairmen and Tribal councils. Serves as District representative for Native American issues.

e. Develops program related guidance and training needs to enable key staff and field managers to better understand Native American issues and policies.

8. BUSINESS DEVELOPMENT COORDINATOR/SPECIAL ASSISTANT.

a. Is the special assistant and advisor to the District Commander regarding all matters related to the business development program with the District.

b. Leads, plans, coordinates and implements change of business development activities and strategic initiative for the District.

c. Prepares brochures, reports, correspondence and documents as needed to implement business development program

OM 10-1-2

APP D

1 July 02

d. Develops and conducts training needs to enable key staff and field managers to better understand the entire business processes program.

e. Serves as the District's representative on all business development issues.

APPENDIX E

BOARDS AND COMMITTEES

1. A-E RESPONSIBILITY REVIEW BOARD. Recommends action to be taken by the Commander in cases of potential A-E liability claims. (COMM 99-05, 28 Jul 99)
2. A-E PRESELECTION AND SELECTION BOARDS. Selects Architect-Engineers for engineering services. (COMM 98-10, 1 Apr 98)
3. CONTRACT REVIEW BOARD. (COMM 99-11, 24 Aug 99) Ensures that:
 - a. No contract is entered into until the Contracting Officer has met all requirements of law and regulation.
 - b. The proposed action represents sound business judgment.
 - c. The proposed action has been reviewed for legal and technical sufficiency.
 - d. The contract file has been fully documented.

Reviews, approves or disapproves with conditions any contract action described below which exceeds \$100,000:

- a. All negotiated contract actions.
 - b. All modifications.
 - c. Two step sealed bidding.
4. HEALTH PROMOTION COUNCIL. Advises and coordinates the development of the Omaha District's Health Promotion Program. (COMM 99-07, 28 Jul 99)
 5. INCENTIVE AWARDS COMMITTEE. Considers and presents recommendations to the District Commander and the commanders of serviced organizations concerning matters listed in AR 672-20, paragraph 1-9c. (COMM 99-09, 28 Jul 99)

OM 10-1-2
APP E
1 July 02

6. OCCUPATIONAL SAFETY AND HEALTH COMMITTEES. Assists the Commander in implementing the Occupational Safety and Health Program at the project level. (COMM 99-08, 4 Aug 99)

7. OMAHA DISTRICT DAM SAFETY COMMITTEE. Assures proper consideration of dam safety. (COMM 99-04, 28 Jul 99)

8. PROGRAM BUDGET ADVISORY COMMITTEE. Establishes resource policy; develops planning, programming, and resource guidance; reviews recommendations from the staff; and makes recommendations to the Commander on resource matters. (COMM 00-02, 3 Feb 00)

9. PROJECT REVIEW BOARD. Establishes overall priorities, procedures and goals; acts on management policy issues which do not require the attention of the District Engineer; and tasks organization elements to provide required information. (COMM 99-06, 28 Jul 99)

10. CIVILIAN WELFARE FUND COUNCIL. Is responsible to the commander for the overall management of civilian MWR programs which includes: determining what their funds will be used for, when to request the funds, and forwarding the disbursement requests to the Civilian Welfare Fund Custodian. (COMM 00-01, 5 Nov 99)

11. OMAHA DISTRICT EQUAL EMPLOMENT OPPORTUNITY PROGRAM STEERING COMMITTEE. To ensure women, minorities and individuals with disabilities are employed and advanced on a non-discriminatory basis and to address the issues and areas of equal employment opportunity concerns of all District employees. (COMM 99-10, 13 Aug 99)

APPENDIX F

1. CONSTRUCTION DIVISION.

- a. Advises the Commander and staff on matters related to the District construction programs (military, civil, HTRW, and others).
- b. Provides liaison with other commands, AGC, and industry leaders.
- c. As an executive member of the District's Projects Delivery Team, provides leadership for all post award related construction activities, including the control of supervision and administration (S & A) costs.
- d. Collaborates with the Resource Management Office on the allocation of manpower resources for the Division.
- e. Responsible for managerial accounting and fiscal integrity for construction operations in accordance with Chief Financial Officers Act. Acts as activity director and is responsible for programming, budgeting, and executing programs for assigned activities. Ensures that there is effective and efficient use of resources; that funds are used only for the purpose specified; and that technical restrictions are not violated.
- f. Serves as career program advisor for engineers and scientists of the Construction Division and Construction Field Offices.
- g. Prepares applicable portions of command studies and plans in support of emergency, contingency, mobilization, general war, and development plans.
- h. Provides contract and acquisition management for construction operations in accordance with Defense Acquisition Workforce Improvement Act.

2. CONTRACT ADMINISTRATION BRANCH.

a. Responsible for construction contract administration and management assigned to Construction Division.

b. Participates in reviewing negotiated contract actions, modifications, and two-step sealed bidding that exceeds \$500,000 to ensure appropriateness of proposed contracts actions.

c. Serves as critical acquisition member for construction phase management and acquisition activities in accordance with the Defense Acquisition Workforce Improvement Act.

d. Serves as primary career development and training director/advisor for Construction Division acquisition workforce. Provides guidance, direction, criteria, and career advice for certified and feeder group personnel. Coordinates with higher authority and professional organizations as necessary.

e. Serves as overall coordinator responsible for construction supervision and administration financial management.

f. Contract Administration Section. Responsible for overall contract administration of construction contracts in the Omaha District.

(1) Key member of the product delivery team providing recommendations, guidance, information, coordination and execution process support related to the construction contract administration throughout the construction phase life cycle.

(2) Monitors and processes all construction related modifications to construction, supply, and service contracts. Handles all construction contract administrative matters for the Contracting Officer.

(3) Prepares necessity for change, technical analysis, negotiation objectives and prices negotiation memorandums, etc., for support of the contract modifications.

(4) Maintains contact with the field offices and Project Management to communicate additional funds requirements and provides necessary backup data for funds requests.

OM 10-1-2
APP F
1 July 02

(5) Conducts and participates in negotiations to establish equitable pricing and time adjustments for modifications and contract terminations.

(6) Prepares Government estimates or performs supplemental estimating as necessary for settlement of significant modifications.

(7) Prepares justification and approval documents for other than full and open competition on contracting actions related to construction.

(8) Interfaces with contracting officers and engineering to provide technical and administrative support for construction contract modifications.

(9) Directs or negotiates construction modifications when unsettled price, contract time or modification classifications disputes exist.

(10) Analyzes and develops contractor profit determinations.

(11) Responsible for analysis and interpretation and field guidance of Federal Acquisition Regulations relating to construction contract administration.

(12) Maintains a Contract Administration District Memorandum and disseminates operating procedures relating to the function. Provides associated training for all affected personnel.

(13) Monitors and participates in fiscal closeout of physically completed contracts.

(14) Responsible for research, analysis, reporting and identifying proposed corrective action related to construction contract completion, contract closeout, and fiscal closeout issues.

(15) Provides technical and administrative assistance involving audits and proposal analysis.

(16) Responsible for procedures, internal controls, coordination and processing of formal audit requests for Construction Division and other offices.

(17) Develops requests for audits and furnishes technical data necessary to assure meaningful audits.

(18) Responsible for cost analysis of construction contractor invoices involving formal contract audit oversight.

(19) Provides assistance to the field offices in contract administration matters involving preparation, analysis, and settlement of construction modifications, payment estimates, and other related contract documents.

(20) Responsible for construction contract job set up in construction systems. Analyzes contract finances, contract payment provisions, contractor activities and established initial contract job set up. Coordinates with project manager and product delivery team to define criteria and apply to contract finances, contractor activities, and contract phase scheduling. Provide support as necessary to facilitate modification execution and construction contractor's initial, partial and final progress payments.

(21) Responsible for construction contract closeout involving final payment action and Contracting Officer final acceptance notification on all construction contracts, supply contracts (construction equipment only), and military construction utility service contracts.

(22) Ensures proper execution of Administrative Contracting Office (ACO/COR) authority for contract administration issues assigned to Construction Division.

(23) Reviews and coordinates for legal action all claims that are sent to the District Office.

(24) Prepares or requests detailed estimates for claims which contain large sums of moneys involving intangibles such as acceleration, inefficiency, and extended overhead.

(25) Participates in preliminary analysis and merit determinations of disputes, claims, and contract exposure issues.

(26) Responsible for coordinating and establishing Construction Division's opinion on all formal construction disputes.

(27) Responsible for AE selection input, request for proposal (RFP) analysis and project management for construction claim analysis.

OM 10-1-2
APP F
1 July 02

(28) Provides the liaison between the District and the field offices. Assists the field office in preparing claim packages and provides any technical assistance that is asked for by the field.

(29) Provides policy guidance and direction to the field office involving claim administration, negotiation and merit determination.

(30) Provides assistance to the Office of Counsel regarding questions concerning the field offices or technical matters.

(31) Responsible for and serves as small construction projects program manager, managing overall program objectives, performing acquisition planning, program management planning, and coordinating overall resourcing with other offices.

g. Contract Management Section. Responsible for overall contract management of non-traditional construction contracts and special construction phase services in the Omaha District.

(1) Responsible for overall District support, guidance direction and related training of non-traditional construction contract management including specialized indefinite delivery contracts, cost reimbursement contracts, and special contract management services agreements with customers.

(2) Serves as activity director for program project funds associated with small and specially designated projects with streamlined execution such as installation support, negotiated special services for installations/commands, and unique contract vehicles, requiring streamlined funds activity management integrated into contract management execution.

(3) Controls funds for military construction programs associated with small and specially designated projects.

(4) Manages funds on non-traditional reimbursable customer programs.

(5) Manages funding requirements from pre-award through fiscal completion on all small projects and certain other designated projects.

(6) Develops award current working estimate (CWE) and assures that the proper and necessary funds are on hand for small and specifically designated projects. Develops the authorization to award.

(7) Responsible for CWE records and establishing operational controls necessary to assure funds committed or obligated do not exceed funds provided for approved program work items for small and specifically designated projects.

(8) Ensures necessary funds are requested through appropriate customer channels. Prepares fund request documents necessary for funding additional contract requirements for small and specifically designated projects. Determines and develops new CWE for new funds acceptance.

(9) Controls contingency funds for each line item for small and specifically designated projects.

(10) Responsible for fiscal close-out of individual military construction line items for small and specifically designated projects.

(11) Maintains contact with the field offices and Finance and Accounting Branch, Resource Management Office to support the PMs in the management of all funds surpluses or additional funds requirements, and establishes criteria for financial accounting obligation maintenance.

(12) Coordinates with customers, project managers, project engineers, budget analysts, and accountants in performance of fund management duties.

(13) Monitors and analysis construction progress, milestones, etc., and provides guidance on corrective action when needed.

(14) Provides construction automated systems coordination, system administration, and necessary security controls.

(15) Manages formal reporting for consolidated command guidance performance measures and local construction management reports. Responsible for data integrity security, system queries, and data/system interfacing, and report formatting.

OM 10-1-2

APP F

1 July 02

(16) Serves as system administrator for Contract Management System (CMS) and support administrator for Resident Management System (RMS-W). Responsible for related training and guidance to field offices.

(17) Manages all aspects of the Construction Division local computer workstations and associated software interface within the branch, including inventory management, creating and maintaining the user environments, maintaining security and performing all aspects of system backup.

(18) Serves as the liaison between Construction Division and Information Management for programming and infrastructure needs and general coordination of computer services.

(19) Participates in contractor selection or post-selection negotiations for non-traditional contracts assigned to construction.

(20) Participates in development of contractor solicitation packages and unique construction management requirements.

(21) For non-traditional contracts, provides full service support to field offices on an as-needed basis in construction office engineering matters including, scope development, technical analysis, pre-negotiation objectives, requests for proposals, government estimate developments, proposal evaluation including cost and price evaluation, negotiation, price negotiation documentation.

(22) Coordinates product delivery team to provide technical and administrative support related to cost and schedule control objectives during construction.

(23) Develops and maintains Construction Management Cost Reimbursement District Memorandum and disseminates operating procedures related to the function. Provides associated training.

(24) Develops and maintains Construction Management Indefinite Delivery District Memorandum and disseminates operating procedures related to the function. Provides associated training.

(25) Provides contract management support on non-traditional contracts assigned to Construction Division for all affected personnel.

(26) Provides technical support on fundamentals of construction contract finances in support of the PM business process.

(27) Serves as District expert and provides analysis, coordination, and report evaluation of construction supervision and administration (S&A) management, managerial accounting, cost accounting, and associated financial accounting activities District-wide, and interfaces with other districts, division, and HQ USACE.

(28) Analyzes requested contract budgeting, provides guidance, and direction and corrective action related to actual financial accounting and fiscal law concerns.

(29) Coordinates development of new contract instruments to meet unique customer needs.

(30) Responsible for all “other miscellaneous work” financial management involving other than full service construction contract management.

(31) Responsible for financial management of all construction supervision and administration cost accounting, including interfacing, coordination and necessary training of field office staff personnel.

(32) Responsible for financial management and cost accounting standards for indirect accounts within Construction Division.

(33) Responsible for Construction Division budget formal submittal and incorporation into the financial accounting system.

(34) Responsible for analysis, development, coordination and explanation of funding, budget, manpower, and other related activities associated with resource management and other managerial accounting requirements.

(35) Serves as contract manager responsible for execution and contract management of large, complex, multiple customer / client, services contract for Command, Control, Computers, Communications, Intelligence, Information, Technology, Surveillance, and Reconnaissance C4I2TSR.

3. QUALITY ASSURANCE BRANCH.

- a. Executes Quality Assurance Branch functions for the construction programs in the District.
- b. Exercises staff supervision over all contract construction work of the District.
- c. Provides staff support to field on administrative matters.
- d. Coordinates solution of field, technical, administrative, and construction problems with other elements of the District and higher echelons.
- e. Executes construction policies for military, civil, and environmental remediation programs.
- f. Coordinates systems for field access to engineering standards and references.
- g. Coordinates resolution of field, technical, administrative, and construction problems with other members of the Product Delivery Team (PDT).
- h. Develops improvements in construction practices, methods, and policies, and fosters exchange of construction technology.
- i. Develops implementing instructions for the field offices for new regulations and policies.
- j. Performs periodic quality assurance inspections and safety inspections on all construction contracts.
- k. Provides assistance and input to the Architect-Engineer Selection Board based upon experience with past performance.
- l. Evaluates new materials and procedures and makes recommendations for revisions to Guide Specifications.

OM 10-1-2
APP F
1 July 02

- m. Provides technical assistance in negotiation and drafting of contracts and modifications, in preparing cost estimates, and in evaluating Value Engineering Proposals.
- n. Prepares necessary construction program reports for higher authority.
- o. Prepares construction data and information such as technical facts, estimated costs, and construction progress schedules for inspection services provided to other Government agencies.
- p. Furnishes analysis of technical components of contractor claims.
- q. Provides support in the enforcement of the labor standards provisions of contracts and notifies the Labor Relations Office of any real, apparent, or anticipated violations.
- r. Assists design elements, as requested, in areas of expertise available within the branch.
- s. Maintains the Construction Management Manual and provides periodic updates for civil and military construction and environmental remediation projects.
- t. Manages Construction Division phase of the DA Career Intern Program. Coordinates field assignments for all DA Interns. Manages Construction Representative Training Program. Provides supervision and mentoring of Construction Division's DA Interns.
- u. Provides administrative assistance to field offices in obtaining adequate training for field staff. Develops and implements onsite construction mini-courses for field personnel. Assists in development and instruction of USACE's nation-wide training courses.
- v. Promotes and fosters a teamwork environment among all internal and external customers.
- w. Provides functional management support as a member of the Project Management Team.

- x. Serves as the Project Manager (PM) for work for which Construction Division is the primary element involved.
- y. Serves as the PM, as requested by PPPMD, for projects needing specialized attention during construction.
- z. Represents the Division at the monthly Project Review Committee (PRC) meetings.
- aa. Supervises District input into the CCASS system and the construction portion of the ACASS system.
- bb. Maintains Construction Division's placement projection and income budgets.
- cc. Serves as resource pool for the field offices for supplemental training and specialized talents.
- dd. Conducts Biddability, Constructibility, Operability, and Environmental (BCOE) reviews during the various stages of project design, and provides overall management of Construction Division's BCOE efforts.
- ee. Participates in design review conferences.
- ff. Conducts and coordinates plan-in-hand surveys.
- gg. Participates in design criteria feedback inspections.
- hh. Furnishes technical support and coordinates design support to field offices. Assists in coordinating designer visits to the field.
- ii. Participates in determination of appropriate contract types and procurement strategy.
- jj. Maintains an up-to-date set of plans and specifications with posted modifications for each active contract.

OM 10-1-2

APP F

1 July 02

kk. Maintains supplies and forms for Construction Division.

ll. Maintains a system to monitor submittal registers and maintain select submittals for active contracts.

mm. Acts as consultant to field offices regarding resolution of mechanical and electrical problems during construction of projects.

nn. Provides expediting assistance for delivery of materials and equipment used in construction projects.

oo. Advises the PDT in the resolution of issues dealing with the Buy American Act, proprietary specifications, architect-engineer performance evaluations, etc.

pp. Participates in Northwestern Division quality assurance inspections.

qq. Participates on source selection boards as chairperson or member for negotiated procurements.

rr. Participates in development of source selection plans for negotiated procurements.

ss. Manages the QA/QC Lab validation program.

tt. Coordinates the construction awards programs.

uu. Provides corporate management of Construction Division's Information Management Equipment purchases.

4. AREA OFFICES. The following are typical functions for an area office and its subordinates. It should be noted that an area office may have an Office Engineering and Technical Section or both an Office Engineering Section and a Technical Section. Subordinate organizations and the degree to which the following functions are performed depend on various factors such as the size, scope, and complexity of any contract being supported. The area office:

- a. Represents the Omaha District and provides direction and management on assigned functions within the geographical area of responsibility.
- b. Administers contracts and performs supervision and inspection on all work in the assigned area of responsibility.
- c. Provides the administrative contracting officer (ACO) and contracting officer's representative (COR) as designated by letter.
- d. Uses sound engineering principles to determine if construction procedures and completed construction comply with contract requirements.
- e. Enforces safety policies and regulations.
- f. Promotes good customer relations with local, State, and Federal officials and agencies.
- g. Accompanies District/Division personnel on staff visits/ inspections of area.
- h. Supports emergency operations activities within boundaries as defined in ER 500-1-1, annexes A and B, appendix J, Omaha District.
- i. Provides administrative support which includes but is not limited to communications, correspondence, mail, records management, travel orders, document security, safety, and security requirements for all office functions.
- j. Prepares and coordinates all personnel action requests.
- k. Provides purchasing and supply support.
- l. Monitors and controls funding and expenditures for construction.

OM 10-1-2
APP F
1 July 02

- m. Serves as EEO Coordinator.
- n. Provides property management which includes accountability of property.
- o. Office Engineering Section.
 - (1) Responsible for administration of all construction contracts assigned.
 - (2) Prepares modifications to the construction contracts and issues notices to proceed (NTP).
 - (3) Prepares Government estimates for modifications when required.
 - (4) Negotiates changes with the prime contractor.
 - (5) Processes monthly pay estimates for each contract.
 - (6) Reviews contractor's claims and submits findings to District office.
 - (7) Assists in budget formulation and projection of construction work placement.
 - (8) Monitors contractor's bar charts and network analysis system.
 - (9) Assists resident/project engineers in enforcing contract compliance.
 - (10) Performs constructibility reviews of contract documents.
 - (11) Initiates contract close-out documents; e.g., real property transfer documents, contractor evaluations, and A-E evaluations.
- p. Technical Section.
 - (1) Provides engineering opinion as to requirements of plans and specifications.
 - (2) Provides COR action on all "GA" submittals.
 - (3) Prepares Government estimates for modifications when required.

(4) Reviews and conducts plan-in-hand surveys with customers and Engineering Division personnel.

(5) Monitors contractor's preparation of as-built drawings.

(6) Provides technical support to area office personnel.

(7) Assists resident/project engineers in enforcing contract compliance.

(8) Performs constructibility reviews of contract documents.

(9) Provides technical support to project and resident engineers to assure quality construction.

(10) Checks submission, distribution, and coordinates reviews of shop drawings. Reviews for approval all "GA" submittals. Maintains record of contractor's submittals and provides adequate follow-up system to ensure timely submittals.

(11) Maintains up-to-date office copies of contract plans and specifications and maintains the office copies of contractor submittals. Furnishes field force necessary plans, specifications, and shop drawings.

(12) Promotes and submits all Value Engineering Proposals. Works closely with contractors and District Value Engineer.

q. Office Engineering and Technical Section. Performs all of the functions provided in paragraphs 4.o. and 4.p. above.

r. Resident/Project Office.

(1) Administers all construction contracts assigned.

(2) Enforces requirements of construction shown in plans and specifications.

(3) Coordinates resolution of design conflicts and necessary contract clarifications.

OM 10-1-2
APP F
1 July 02

(4) Coordinates with area office in preparation of all periodic reports and projected contract earnings.

(5) Assists the Office Engineering and Technical Branch or the Office Engineering Branch and the Technical Branch in preparation of pay estimates, government estimates, negotiation of change orders, and inspection of related work.

(6) Coordinates and conducts final inspections and turnover of the completed facility to the customer and performs post-completion inspections.

(7) Maintains and enforces an active safety program.

(8) Coordinates and conducts plan-in-hand inspections with customers and District Office personnel.

(9) Maintains good customer relations.

(10) Maintains high quality construction through quality assurance standards.

(11) Assures preparation of high quality as-built drawings by the contractor.

(12) Monitors contractor's bar charts and network analysis system.

(13) Conducts briefings and provides escort service to visiting VIP's.

5. RAPID RESPONSE PROGRAM OFFICE. In addition to performing the typical area and resident office functions listed in paragraph 4., the Rapid Response Program Office also performs the following functions:

- a. Serves as HQUSACE's "Rapid Response HTRW Center of Expertise" responsible for program, project, and contract management of Hazardous, Toxic and Radioactive Waste (HTRW) remediation projects both nationally and internationally.
- b. Coordinates project details with customers (project criteria, regulatory constraints, schedule constraints, quality needs and special customer concerns).
- c. Leads and manages development of scopes of work, engineering estimates and site specific plans.
- d. Tracks and manages both cost and schedule of Rapid Response projects.
- e. Provides, for specific projects when requested, Rapid Response site "start up" services under a Rapid Response contract followed by later transitioning of the project to the local District via another more appropriate contract such as a TERC, PRAC, etc.
- f. Provides, when requested, USACE "tiger team" support to assist in a consulting capacity other USACE Districts experiencing technical and construction management complications.
- g. Provides cost reimbursement contract management training and mentoring USACE-wide as requested.
- h. Provides cost reimbursement contract oversight when requested to assist local Districts that are experiencing complications with the execution or administration of cost reimbursement contracts.
- i. Provides onsite support as requested to other Federal Agencies involved in HTRW remediation or removal projects.

APPENDIX G

1. CONTRACTING DIVISION.

- a. Serves as consultant and principal advisor to the District Commander, the Executive Staff and other elements of the District on all policy and procedural matters pertaining to the acquisition (except real property) functional area. Responsibilities include advance planning, acquisition strategies, innovative approaches and operational policies and plans.
- b. Serves as the primary Contracting Officer for the Omaha District with unlimited contracting authority. Responsible for several hundred million dollars worth of contracts each year involving construction, services, supplies and HTRW remediation.
- c. Plans, directs and exercises staff supervision over the proper performance of the contracting functions of the District. Provides for full and open competition.
- d. Provides assistance to the Competition Advocate to promulgate the objective of the Competition in Contracting Act.
- e. Exercises staff surveillance over the contract administration function for the District to assure compliance with applicable provisions of the Federal Acquisition Regulation (FAR), (DFARS), (AFARS), (EFARS) and other pertinent laws and regulations, and to provide administrative support to assure compliance with the terms and conditions of contracts and purchase orders. (This function does not include management of those engineering aspects of contract administration which involve supervision, inspection, and review of contractor performance).
- f. Interprets and implements higher authority decisions and directives that affect the contracting and purchasing functional areas and develops new or revised procedures to assure compliance.
- g. Participates in advance procurement planning of District requirements, providing expertise in such areas as the breakout of the requirements, contract type and method of procurement. Ensures acceptable balance between the need to support the mission and the need to preserve the integrity of the acquisition system. Maximizes competition. On actions other than full and open competition, prepares appropriate justification and approval (J&A) documents.

OM 10-1-2
APP G
1 July 02

- h. Maintains liaison with industry and Government agencies and departments on contracting matters.
- i. Studies and develops innovative approaches to the contracting needs of the District.
- j. Reviews and comments on audit and other investigative reports relating to contracting activities.
- k. Develops and supervises internal programs for adequate cost controls and prepares budget, travel and training estimates under general guidelines established by regulation and the comptroller for the Contracting Division.
- l. Manages the District's career program for, and acts as counselor to, all individuals in the contracting professional series.
- m. Prepares applicable portions of command studies and plans in support of emergency, contingency, mobilization, general war and development plans.
- n. Supports Deputy for Small Business and District activities in connection with Small and Disadvantaged Business Programs as well as other socioeconomic programs as they relate to contracting.

2. HTRW Branch

a. Manages all functions of the Omaha District HTRW programs: Total Environmental Restoration Contracts (TERC), Formally Utilized Sites Remedial Action Program (FUSRAP), Pre-placed Remedial Action Contracts (PRAC) Rapid/Immediate Response and Architect-Engineer (A-E) contracts.

b. Branch Chief will have an unlimited Contracting Officer's warrant. Senior Contract Specialists will have a \$10,000,000 Contracting Officer's warrant.

c. Provides contractual guidance to all operation elements and participates in acquisition strategy sessions.

d. Provides contracting specialist for negotiation of all types of contracts including cost reimbursable and incentive (other than real estate) or provides independent negotiator for such contracts when directed by applicable Contracting Officer.

e. Prepares determination and findings, justification and approvals, acquisition plans, request for proposals, source selection evaluation plans, price negotiation and business clearance memorandums.

f. Receives and evaluates proposals, requests official audits when required and conducts cost or price analysis of contractor's proposals.

g. Prepares Requests for Proposals, Invitation for Bids, modifications and supporting Documentation.

h. Opens bids on competitive bid projects. Evaluates bids, determines low responsive/responsible bidder, prepares abstract of bids.

i. Makes recommendation with regard to suspension or termination of negotiations, etc.

j. Maintains planholders list.

k. Issues pre-solicitation notices.

OM 10-1-2
APP G
1 July 02

- l. Prepares factual information on and makes recommendations concerning mistakes in bid, protests, etc.
- j. Conducts pre-award survey to determine responsibility of prospective contractors.
- k. Prepares DD Form 350, individual Contracting Action Report.
- l. Awards contracts and modifications.
- m. Obtains bonding, insurance and surety guarantees for construction and service contracts.
- n. Participates during the Contract Review Board when called to explain actions taken on individual acquisitions.
- o. Issues notice to proceed and distributes contractual and related documentation. Prepares modifications, both unilateral and bilateral, to existing contracts and obtains surety consent as applicable. Issues and distributes same.
- p. Ensures that the official contract documentation is adequate and complete and that an accountability trail facilitates review of contracts and modifications.
- q. Conducts post-award reviews of modifications, less than \$500,000 issued by Administrative Contracting Officers (ACO's).
- r. Develops and maintains source lists for supply, service and construction requirements.

- s. Prepares and issues Request for Proposals.
- t. Receives, opens, evaluates, negotiates, prepares and awards contracts.
- u. Issues delivery orders under other government contracts.
- v. Prepares task orders, supporting documentation in final form, secures necessary execution and makes formal distribution.

3. Civil Works Branch

a. Manages all functions of the Omaha District Civil Works program and all Simplified Acquisitions (\$2,500-\$100,000).

b. Branch Chief will have an unlimited Contracting Officer warrant. Senior Contract Specialist will have \$10,000,000 Contracting Officer's warrant. Unlimited Grant Officer warrant is also delegated under the branch.

c. Provides contractual guidance to all operation elements and participates in acquisition strategy sessions.

d. Provides contract specialist for negotiation of all types of contracts including cost reimbursable and incentive (other than real estate) or provides independent negotiator for such contracts when directed by applicable Contracting Officer.

e. Prepares determination and findings, justification and approvals, acquisition plans, request for proposals, source selection evaluation plans and price negotiation memorandums.

f. Receives and evaluates proposals, requests official audits when required and conducts cost or price analysis of contractor's proposals.

g. Prepares Requests for Quotes, Request for Proposals, Invitation for Bids, modifications and supporting documentation.

h. Opens bids on competitive bid projects. Evaluates bids, determines low responsive bidder, prepares abstract of bids.

i. Makes recommendation with regard to suspension or termination of negotiations etc.

j. Maintains bidders list.

k. Issues pre-solicitation notices.

OM 10-1-2
APP G
1 July 02

- l. Prepares factual information on and makes recommendations concerning mistakes in bid, protests, etc.
- m. Conducts pre-award survey to determine responsibility of prospective contractors.
- n. Prepares DD Form 350, Individual Contracting action Report.
- o. Awards contracts and modifications.
- p. Obtains bonding, insurance and surety guarantees for construction and service contracts.
- q. Participates during the Contract Review Board when called to explain actions taken on individual acquisitions.
- r. Issues notice to proceed and distributes contractual and related documentation. Prepares modifications, both unilateral and bilateral, to existing contracts and obtains surety consent as applicable. Issues and distributes same.
- s. Ensures that the official contract documentation is adequate and complete and that an accountability trail facilitates review of contracts and modifications.
- t. Conducts post-award reviews of modifications less than \$500,000 issued by Administrative Contracting Officer's (ACO's).
- u. Analyzes procurement requests to determine adequacy of the specifications for solicitations, evaluation factors, supporting documentation and criteria for evaluation.
- v. Develops and maintains source lists for supply, service and construction requirements.

- w. Receives, opens, evaluates, negotiates, prepares and awards purchase orders.
- x. Develops information and initiates action on mistakes in bids and protests of award.
- y. Issues delivery orders under other Government contracts.
- z. Prepares task orders, purchase orders and supporting documentation in final form, secures necessary execution and makes formal distribution.

4. Military Branch

- a. Manages all acquisition functions of the Omaha District Military Construction and Real Estate (Recruiting Stations) program.
- b. Branch Chief will have an unlimited Contracting Officer warrant. A Senior Contract Specialist will have a \$10,000,000 Contracting Officer's warrant.
- c. Provides contractual guidance to all operational elements and participates in acquisition strategy sessions.
- d. Provides team leader or member for negotiation of all types of contracts including cost reimbursable and incentive (other than real estate) or provides independent negotiator for such contracts when directed by applicable Contracting Officer.
- e. Prepares determination and findings, justification and approvals, acquisition plans, request for proposals, source selection evaluation plans, price negotiation and memorandums.
- f. Receives and evaluates proposals, requests official audits when required and conducts cost or price analysis of contractor's proposals.
- g. Prepares Request for Proposals, Invitation for Bids, modifications and supporting documentation.
- h. Open bids on competitively bid projects. Evaluates bids, determines low responsive bidders, prepares abstract of bids.
- i. Makes recommendation with regard to suspension or termination of negotiations, etc.
- j. Maintains bidders list.
- k. Issues pre-solicitation notices.
- l. Prepares factual information on and makes recommendations concerning mistakes in bid, protest, etc.

OM 10-1-2
APP G
1 July 02

- m. Conducts pre-award survey to determine responsibility of prospective contractors.
- n. Prepares DD Form 350, individual Contracting Action Report.
- o. Awards contracts and modification.
- p. Obtains bonding, insurance and surety guarantees for construction and service contracts.
- q. Participates during the Contract Review Board when called to explain actions taken on individual acquisitions.
- r. Issues notice to proceed and distributes contractual and related documentation. Prepares modifications, both unilateral and bilateral, to existing contracts and obtains surety consent as applicable. Issues and distributes same.
- s. Ensures that the official contract documentation is adequate and complete and that an accountability trail facilitates review of contracts and modifications.
- t. Conducts post-award reviews of modifications less than \$500,000 issued by Administrative Contracting Officers (ACO's).
- u. Analyzes procurement requests to determine adequacy of the specifications for solicitations, evaluation factors, supporting documentation and criteria for evaluation.
- v. Develops and maintains source lists for supply, service and construction requirements.
- w. Develops information and initiates action on mistakes in bid and protests of award.
- x. Issues delivery orders under other government contracts.
- y. Prepares task orders and supporting documentation in final form, secures necessary execution and makes formal distribution.

5. Business Development Branch

- a. Provides procurement analysis and overall program directives.
- b. Provides report preparation capabilities for the division.
- c. Ensure that the official contract files (except those pertaining to real property) are kept current. Ensures that documentation is adequate and complete for inspection by the EIG, DAIG, GAO, AAA and others. Advises pertinent District elements of all deficiencies noted and monitors to ensure appropriate corrective actions are taken.
- d. Furnishes reports to higher authority on volume and type of contracting actions as required by regulation and furnishes other statistical data on contracting activities as requested. Analyzes trends.
- e. Reviews qualifications and prepares nominations for appointment of Contracting Officer and Administrative Contracting Officers, forwards to appropriate authority for approval and maintains files pertinent thereto.
- f. Operates the Standard Procurement System (SPS), including operation system and software. Also maintains the SPS database. Prepares a variety of reports using SPS automated report writing program.
- g. Provides support for electronic contracting and identifies new electronic tools to use that which will improve the Division's daily operation.
- h. Provides support for acquisition streamlining initiatives.
- i. Prepares a variety of reports using SPS automated report writing program.
- j. Provides support for Internal Review and Controls.
- k. Provides support for Competition and Small Business goals
- l. Manages the Omaha District Credit Card Program.

APPENDIX H

1. ENGINEERING DIVISION.

- a. Serves as principal advisor to the Commander for the engineering aspects of all designs, studies, proposals, public inquiries, and congressional inquiries in connection with planning, design, construction, and operation missions in the assigned civil, military, and hazardous, toxic and radioactive waste (HTRW) areas.
- b. Formulates policy regarding the organization and distribution of technical engineering resources.
- c. Acts as Subactivity Manager and is responsible for programming, budgeting, and executing programs for those activities. Ensures that there is effective and efficient use of resources, that funds are used only for the purpose specified, and that technical restrictions are not violated.
- d. Provides technical support to the PPPMD for general investigation and other study authorities and programs.
- e. Directs, schedules, coordinates, and supervises all engineering design work assigned to the District.
- f. Serves as career program manager for engineers, scientists, and architects of the Engineering Division. Provides overall coordination of CP-18 career management activities across the District.
- g. Coordinate funds management functions for Engineering Division. Performs program analysis of the overall engineering and design program for Engineering Division concerning short- and long-range planning of resource requirements, formulation of future years programs, status of current program execution and performance, etc., and other special tasking from higher authority.
- h. Chairs the District Dam Safety Committee and maintains a proactive program to ensure the safety of all Corps operated dams within the District.
- i. Chairs the District A-E Responsibility Board. Works with other District organizations to ensure that all instances of A-E design deficiencies are fairly evaluated and claims made against the A-E, if appropriate.

2. Value Engineering Office.

a. Plans, organizes, and directs the Omaha District Value Engineering Program in accordance with current policy and regulations, ensuring our customers receive the highest value projects.

(1) Provides value-engineering services including formal team studies, individual proposals.

(2) Manages contractor-submitted value engineering change proposals.

3. DESIGN BRANCH.

a. Coordinates technical requirements of the customer; monitors and assures performance of all Engineering Division responsibilities for prosecution of the military, civil and HTRW design programs. Serves as the principal contact for all technical (engineering) activities.

b. Functions as authorized representative of Contracting Officer on architect-engineer (A-E) contracts.

c. Furnishes the Contracting Division forecasts and instructions on general supply requirements.

d. Collects basic architectural and engineering data required for planning, programming and design.

e. Responsible for preparation of studies, technical reports, design memoranda, plans and specifications, and quantity estimates for authorized civil works, hazardous toxic radioactive/waste (HTRW) and military projects.

f. Participates in the selection of A-Es, consultants, and experts contracted for support of all military, civil and HTRW projects. Assigns senior engineers and architects to serve as project engineer/architects on A-E contracts.

g. Prepares design instructions and performs quality assurance on documents produced by A-Es and consultants for civil works, HTRW and military projects.

h. Provides general architectural and engineering services and technical assistance in support of civil works, HTRW, and military construction projects, operation and maintenance projects and other District offices.

i. Performs inspections of projects under construction and participates in periodic inspections.

j. Participates in design-construction evaluations.

OM 10-1-2
APP H
1 July 02

k. Provides design and review of projects for the EPA Superfund Program, the Department of Defense (DOD), Defense Environmental Restoration Program (DERP), and hazardous waste response program for various other agencies.

1. Civil Engineering Section.

(1) Prepares plans, technical studies, and reports; negotiates contracts; and coordinates and supervises the design, detail plans, and technical portions of the specifications for highways, roads, railroads, security fencing and gates, drainage and drainage structures, recreational facilities, towns, utilities, HTRW sites and facilities and similar structures or facilities to be constructed or relocated.

(2) Prepares engineering instructions for A-E studies and designs.

(3) Performs Quality Assurance for A-E prepared designs and studies. Performs Quality Control reviews in-house designs and studies.

(4) Provides technical assistance to customers. Manages technical activities, monitors and assures performance of all Engineering Division responsibilities for the prosecution of the Civil Works Program in support of Operations Division, Planning Division, and project sponsors in accordance with the Project Management Plan (PMP).

(5) Provides technical direction and assistance in construction of military, civil works and HTRW projects and in operation and maintenance projects. Responsible for coordinating the development of Engineering Division's input into the PMP, including budgetary and schedule requirements, for all civil works projects.

(6) Participates in conferences with customers, A-E firms, and other agencies to discuss design matters, mediates for the District in resolving differences of opinion on technical civil engineering issues, and finalizes decisions.

(7) Reviews value engineering proposals.

(8) Provides guidance and support to the District Environmental Permits Coordinator.

(9) Reviews contractor prepared submittals.

(10) Performs technical assistance reviews for the EPA and other Federal Agencies.

(11) Provides technical assistance to using services for preparation of DD Form 1391's, FY Military Construction Project Data and project books required for advance planning of Military Construction Projects.

(12) Prepares master plans, mobilization master plans, and investigations and recommends selected sites for new military facilities and installations.

(13) Represents the Division Engineer, when authorized, as a regular member of military installation planning boards.

(14) Provides technical site planning and landscape design for civil, HTRW, and military projects.

(15) Prepares engineering instructions for A-E work on site planning and landscape projects; reviews A-E work for contract conformance.

(16) Prepare criteria and designs for Hydrant Fuel Systems and reviews AE's and other District's Hydrant Fuel System designs in support of the USACE Hydrant Fuels Center of Expertise.

m. Plans and Specifications Section.

(1) Prepares engineering instructions for A-E prepared specifications.

(2) Performs quality assurance for A-E prepared designs including specifications, amendments, and modifications.

(3) Prepares documents for formally advertised projects.

(4) Coordinates and develops project scope and criteria, maintains project schedules and provides for upward reporting of Engineering Division technical support to: Operations Division for the formulation of OMWR, major rehabilitation, regulatory function assignments, and continuing project requirements; Construction Division for all construction activities; and Planning Branch on all general investigations, special studies, and other preliminary and final project designs; and work-for-others as required, including other Omaha District elements, NWD, other districts, Federal agencies, and non-Federal governmental subdivisions.

OM 10-1-2

APP H

1 July 02

(5) Conceives, plans, analyzes, and develops overall civil works project construction sequence for development of design and construction schedules.

(6) Prepares, reviews, and issues civil works design memoranda except for Phase I of the General Design Memorandum (GDM).

(7) Provides technical assistance to the using service and other offices.

(8) Maintains a computer based specifications management system on the Omaha District Network. Loads current Corps of Engineers Guide Specifications (CEGS) and other guides into the management system for Omaha District use. Maintains all project specifications on the management system.

(9) Processes contractor shop drawings submittals.

(10) Coordinates and prepares amendments and modifications.

(11) Prepares specifications, design analysis, and design reports for in-house designs for civil, HTRW and military work.

(12) Prepares comments on draft directives and guidance from higher headquarters concerning civil works engineering and design requirements.

(13) Assures that environmental commitments are incorporated into the project and honored through succeeding phases.

(14) Responsible for use of CADD equipment (Intergraph and micro-based Micro station) and coordination of CADD capabilities within Design Branch and for providing information as requested about CADD policies and standards to Engineering Division. Develops and maintains a state-of-the-art knowledge of CADD techniques and standards.

(15) Provides instruction and guidance to A-E contractors providing CADD services to assure capability with the District's CADD system.

(16) Functions as the authorized representative of the contracting officer on indefinite delivery contracts for preparing both CADD and conventionally drafted drawings.

(17) Provides instruction and guidance to A-E contractors providing CADD services to assure compatibility with the District's CADD system.

(18) Reviews A-E prepared CADD, CAD and conventionally drafted drawings for compliance with standards as set forth in the Omaha District Design Guide.

(19) Coordinates the use of Design Branch CADD equipment with other Engineering Division elements.

(20) Reissues and posts all military modifications and final as-built drawings from construction red line sheets.

(21) Serves on Pre-Selection Board for all indefinite delivery type contracts utilized by the Section.

(22) Reissues and posts all military amendments during contract advertisement.

(23) Maintains in-house computer program that tracks schedules and budgets for in-house design projects and requests for technical services. Updates schedule and budget databases and provides periodic reports.

n. Electrical Section.

(1) Plans and designs electrical portions of building projects, power and control systems and HTRW projects.

(2) Prepares engineering instructions for A-E electrical design

(3) Performs Quality Assurance on A-E prepared designs and studies. Performs Quality Control reviews for in-house designs and studies.

(4) Provides technical assistance to the using service and others.

(5) Reviews electrical shop drawings.

(6) Participates in construction evaluation and post-completion inspections with NWD and USACE.

(7) Participates in conferences with the using agency, A-E firms, and other agencies to discuss design matters; mediates for the District in resolving electrical differences of opinion, and finalizes decisions.

OM 10-1-2
APP H
1 July 02

- (8) Reviews value engineering proposals.
- (9) Reviews electrical estimates.
- (10) Provides technical direction and assistance in construction of military, civil, and HTRW projects and in operation and maintenance projects.
- (11) Performs inspections and recommends maintenance procedures and repairs.
- (12) Prepares special reports and operation and maintenance manuals after completion of project construction.
- (13) Provides design support to Planning Branch as initial design effort for preparation of feasibility or survey reports.
- (14) Collects basic engineering data required for A-E and in-house design of electrical portions of power and control system, civil, military and HTRW projects.
- (15) Prepare criteria and designs for Hydrant Fuel Systems and reviews AE's and other District's Hydrant Fuel System designs in support of the USACE Hydrant Fuels Center of Expertise.

o. Mechanical Section.

- (1) Collects basic engineering data required for A-E and in-house design of building, civil works, hydropower, and HTRW projects.
- (2) Plans and designs the mechanical portions of building projects, power and control systems, and HTRW projects.
- (3) Prepares engineering instructions for A-E mechanical designs.
- (4) Performs Quality Assurance on A-E prepared designs and studies.
- (5) Provides technical assistance to the using service and others. Performs Quality Control reviews on in-house prepared designs and studies.
- (6) Performs mechanical inspections of projects under construction and existing facilities to recommend maintenance and repair procedures.

- (7) Reviews mechanical shop drawings.
- (8) Participates in construction evaluation and post-completion inspections with NWD and USACE.
- (9) Participates in conferences with the using agency, A-E firms, and other agencies to discuss design matters, mediates for the District in resolving mechanical differences of opinion, and finalizes decisions.
- (10) Reviews value engineering proposals.
- (11) Coordinates all air pollution control items with the Environmental Protection Agency and other regulatory agencies.
- (12) Provides a District fire protection engineer to advise designers in all disciplines on matters relating to fire protection.
- (13) Performs energy analyses to demonstrate compliance with DoD energy conservation standards for new facilities.
- (14) Prepares engineering/economic analysis for new facilities to determine the extent that solar energy systems are cost effective.
- (15) Prepares special reports and operation and maintenance manuals after completion of project construction.
- (16) Provides design support to Planning Branch as initial design effort for preparation of feasibility or survey reports.
- (17) Prepare criteria and designs for Hydrant Fuel Systems and reviews AE's and other Districts' Hydrant Fuel System designs in support of the USACE Hydrant Fuels Center of Expertise.

p. Structural and Interior Design Section.

- (1) Collects basic engineering data required for A-E and in-house design of building, hydraulic structures, power plants, treatment plants, and bridges.
- (2) Plans and prepares calculations, specification and drawings for the structural portions of items listed in (1) above for the military, civil works, and HTRW programs.

OM 10-1-2
APP H
1 July 02

- (3) Prepares engineering instructions for A-E structural designs.
- (4) Performs Quality Assurance on A-E prepared designs and studies. Performs Quality Control reviews on in-house prepared designs and studies.
- (5) Provides technical direction and assistance in construction of military, civil works, and HTRW projects.
- (6) Performs inspections of projects under construction when necessary.
- (7) Performs inspections and recommends maintenance procedures and repairs.
- (8) Reviews structural and interior shop drawings.
- (9) Participates in conferences with the using agency, A-E firms, and other agencies to discuss design matters, mediates for the District in resolving differences of opinion, and finalizes decisions.
- (10) Participates in construction evaluations and post-completion inspections with NWD and USACE.
- (11) Reviews value engineering proposals.
- (12) Prepares special reports and operation and maintenance manuals after completion of project construction.
- (13) Provides design support to Planning Branch as initial design effort for preparation of feasibility or survey reports.
- (14) Maintains up to date HQUSACE structural guide specifications.
- (15) Manages the District's bridge inspection program.
- (16) Develops design budgets for the structural portions of project phases and provides input to the development of project schedules.
- (17) Prepares criteria and designs for Hydrant Fuel Systems and reviews AE's and other Districts' Hydrant Fuel System designs in support of the USACE Hydrant Fuels Center of Expertise.

(18) Provides, as a Technical Center of Expertise (TCX), technical assistance to other divisions and agencies on design and construction problems relating to interior design.

(19) Supports the Army Health Facilities Planning Agency with preparation of furnishings palettes for Army medical facilities.

(20) Provides technical consultation during procurement, delivery, and installation of furnishings.

(21) Provides technical assistance to offices in the Omaha District on office enhancement, furniture selection, and related office furnishings.

(22) Participates in the formulation and instruction of Prospect Interior Design Training Courses.

q. Environmental Engineering Section.

(1) Collects basic engineering data required for A-E and in-house design of projects.

(2) Studies, plans and designs water supply systems, sanitary sewage systems, industrial waste systems, hazardous waste treatment systems, and turf irrigation systems.

(3) Prepares engineering instructions for A-E environmental studies and designs.

(4) Performs Quality Assurance for A-E prepared designs and studies. Performs Quality Control reviews for in-house prepared designs and studies.

(5) Provides technical assistance to customers.

(6) Performs inspections of projects under construction.

(7) Reviews contractor prepared submittals.

(8) Participates in conferences with customers, A-E firms, and regulatory agencies to discuss design matters; mediates for the District in resolving differences of opinion on technical environmental issues, and finalizes decisions.

(9) Reviews value engineering proposals.

(10) Provides guidance and support to the District environmental permit coordinator.

(11) Performs technical assistance reviews for the EPA and other Federal agencies.

(12) Prepares criteria and designs for Hydrant Fuel Systems and reviews AE's and other Districts' Hydrant Fuel System designs in support of the USACE Hydrant Fuels Center of Expertise.

r. Architectural Section.

(1) Collects functional and technical architectural design data required for A-E and in-house design of building projects.

(2) Develops architectural plans, specifications, and design analysis for a wide range of building types for civil, military, and HTRW programs.

(3) Prepares architectural instructions for A-E design.

(4) Performs quality assurance for A-E prepared designs.

(5) Performs project architect responsibilities on assigned projects. Reviews in-house design schedules and design budgets.

(6) Maintains up-to-date architectural guide specifications.

(7) Prepares concept designs through the charrette process as required.

(8) Assists in the development of construction cost estimates.

(9) Performs site investigations and design for modernization, remodeling, and historical preservation projects.

(10) Provides technical assistance on construction problems relating to architectural design.

(11) Reviews architectural and interior design shop drawings.

(12) Participates in construction evaluation and post-completion inspections with NWD and USACE.

(13) Participates in conferences with the using agency, A-E firms, and other agencies to discuss design matters, mediates for the District in resolving architectural differences of opinion, and finalizes decisions.

(14) Reviews value engineering proposals.

(15) Prepares submittals for USACE Design Awards Program (USACE letter, yearly) and other design award programs.

(16) Responsible for efficient and full utilization of CADD technology in the architectural development of projects.

(17) Provides design/construction/funding-programming services as required.

(18) Prepares criteria and designs for Hydrant Fuel Systems and reviews AE's and other Districts' Hydrant Fuel System designs in support of the USACE Hydrant Fuels Center of Expertise.

4. PROTECTIVE DESIGN MANDATORY CENTER OF EXPERTISE.

(1) Serves as the Corps of Engineers Protective Design Mandatory Center of Expertise (PD-MCX). Areas of protective design include: nuclear and conventional weapons effects-resistant design, nuclear-biological-chemical protection, electromagnetic pulse protection, physical security design, antiterrorism design, and explosives safety related design. The PD-MCX, with assistance from appropriate Corps elements, assists HQUSACE (CEMP-ET) in protective design program guidance, technology transfer, and coordination with other agencies.

(2) Provides service related to antiterrorism/force protection and hardened structures design to Corps of Engineers offices and the Department of the Army.

(3) Provides design services for projects related to protective design. Project types include command centers, hardened air base facilities, weapon deployment facilities, ammunition production and storage facilities, munition maintenance and storage facilities, and facilities that incorporate physical security or antiterrorist measures.

(4) Provides study and analysis services related to protective design areas including weapon effects, dynamic analysis, and nonlinear structural behavior.

(5) Provides planning services related to protective facilities and installations.

(6) Develops and updates protective design related criteria documents including Corps of Engineers guide specifications, technical manuals, and engineering technical letters.

(7) Develops computer automated tools related to protective design and performs computational analysis related to protective design.

(8) Identifies technical deficiencies related to protective design and assists HQUSACE in monitoring laboratory work units related to protective design.

(9) Provides training related to protective design to Corps of Engineers, DoD, other Federal agencies, and other governments.

(10) Supports HQUSACE (CECW-E) as point of contact of protective design.

(11) Assists other agencies in protective design as required by HQUSACE (CECW-E).

OM 10-1-3
APP H
1 July 02

(12) Selects and maintains AE design and engineering services Indefinite Delivery Indefinite Quantity (IDIQ) contracts to increase the capabilities of the PD-MCX to support customer requirements.

(13) Hardened Structures Section.

(a) Performs studies, planning, criteria development, mission area deficiency identification, and laboratory technical monitoring related to the design of facilities to resist the effects of nuclear and conventional weapons, and accidental explosions.

(b) Maintains specific expertise in the following areas:

[1] Weapon and explosion effects including air blast, fragmentation, ground shock, impact penetration of munitions, and debris scatter.

[2] Dynamic structure response and the nonlinear behavior of structural elements.

[3] In-structure shock and shock isolation.

[4] Applied computational dynamics.

[5] Camouflage, concealment, and deception.

[6] Chemical and biological protection.

[7] Electromagnetic pulse, TEMPEST, and electromagnetic interference.

[8] Auxiliary protective components including blast doors, air blast attenuation systems, incorporation of on-site utilities services, and protection of external utility service line, and equipment.

(c) Provides designs, reviews, construction support and consultations on projects including weapons storage areas, facilities to resist effects of nuclear and conventional weapons and accidental explosions, classified projects, and facilities to resist terrorist and forced entry threats.

(14) Security Engineering Section.

(a) Performs force protection site surveys and vulnerability assessments and prepares survey reports to determine security requirements for new and existing facilities and complexes, to include application and design of physical security measures, and measures to resist the effects of terrorism.

(b) Maintains technical expertise and innovative capability relating to the development and implementation of engineered expedient passive defensive measures. Maintains a staff of physical security engineers qualified to prepare in-house designs and review designs prepared by others.

(c) Reviews and assists with economic analyses, cost estimates, design memoranda, and design analyses for the security engineering aspects of project designs.

(d) Monitors technological advancements in equipment, processes, and design procedures and recommends research related to physical security, antiterrorism design, and intrusion detection systems. Maintains liaison with private firms and appropriate research laboratories. Maintains a staff qualified to prepare in-house designs and review designs prepared by others.

(e) Identifies technical deficiencies related to security engineering and assists HQUSACE (CECW-E) in monitoring laboratory work units related to security engineering .

(f) Recommends designs, theories, and construction approaches for both specific projects and from a standardization standpoint. Recommends any testing required to validate design formulas and materials.

(g) Develops and maintains contacts outside the Government to keep abreast of emerging technology related to physical security design, antiterrorism design, and intrusion detection systems.

(h) Assists HQUSACE (CECW-E) in updating, revising, editing, or developing publications related to security engineering and force protection.

OM 10-1-2
APP H
1 July 02

(i) Supports HQUSACE (CECW-E) as a point of contact for protective design expertise in security engineering and force protection and in areas of electromagnetic pulse and electromagnetic environmental effects.

(j) Provides training in security engineering to the Corps of Engineers, Army, and other Government agencies.

(k) Provides general consulting and design services in security engineering for the Army and other Government agencies.

(l) Maintains a staff qualified to prepare in-house designs and review designs prepared by others.

5. GEOTECHNICAL ENGINEERING AND SCIENCES BRANCH.

a. Directs, supervises, and coordinates the operations of the branch and correlates the work of the branch with other branches in Engineering Division.

b. Responsible to the Chief of the Engineering Division for activities pertaining to soils, foundations, embankments, concrete and materials, geology, and levees and channels. Ensures that safety policies, procedures, and measures are enforced in field activities of the Branch.

c. Provides support in District selection activities for architect-engineers and contractor-engineers.

d. Provides support to Transportation Systems Mandatory Center of Expertise, performing both design and technical review of Air Force airfield pavement/pavement rehabilitation projects.

e. Provides geotechnical investigations, studies, designs, and reviews on U.S. EPA, Department of Army, U.S. Air Force, and U.S. Army Corps of Engineers hazardous and toxic and radiological waste (HTRW) cleanup sites in support of District's design center mission assignments.

f. Provides HTRW support to the District's military construction and civil works programs, including Environmental Review Guide to Operations activities.

g. Soil Sections A & B.

(1) Performs all work associated with geotechnical investigations, foundation and embankment design on military, civil and HTRW projects, including under-seepage, slope stability, slope protection analysis, and other functions pertaining to geotechnical engineering.

(2) Lays out drilling programs relating to soil mechanics, assigns type and number of samples to be obtained, and is responsible for requesting and reviewing laboratory testing of samples.

(3) Coordinates with local interests and governmental agencies on participation as sponsors for local flood protection projects. Provides technical assistance to local interests on stream erosion and/or flood problems. Answers congressional, Federal and

OM 10-1-1
APP H
1 July 02

state agency, and local interest inquiries relating to local flood protection projects. Directs design effort of local flood protection projects after the projects have been authorized. Reviews proposed construction plans submitted by local interests to assure that completed local flood protection projects will not be compromised.

(4) Provides assistance to the Emergency Management office for the Public Law 84-99. Prepares Code 500 - Advanced Measures Reports and Code 300 - Rehabilitation Reports. Prepares plans and specifications for both programs. Conducts the eligibility inspections and coordinates with local sponsors on eligibility criteria for Code 300.

(5) Performs geotechnical studies during the formulation stage for Planning Branch. Performs investigations and analyses of completed and proposed projects, including PL 84-99 and Section 14 work.

(6) Provides assistance to FEMA through the Emergency Management Branch, Operations Division for Disaster Survey Reports for natural disasters.

(7) Prepares the original operation and coordinates revisions to existing operation and maintenance manuals and associated as-built operational drawings for HTRW projects, flood control dams and other local flood protection projects. Prepares embankment criteria performance reports for flood control dams.

(8) Inspects wave erosion on embankments, designs protection methods, and prepares design memorandum reports on bank protection.

(9) Prepares seismic evaluations to determine liquefaction potential for new and existing earth dams.

(10) Provides information on the condition of the Omaha District operated and maintained dams to the District's Dam Safety Committee. Provides recommendations to the Dam Safety Committee during a dam safety situation.

(11) Conducts periodic conditions inspections and structural behavior instrumentation programs and prepares formal reports of findings for District dams and public bridges. Provides for continuing evaluation of structure safety and prepares summaries of collected structural behavior data.

(12) Installs, maintains, and operates instruments for the purpose of collecting technical data required for engineering and design purposes during the construction phase of large projects.

(13) Prepares and updates contingency plans for emergencies for dam and reservoir projects.

(14) Conducts dam safety training for project personnel.

(15) Performs design of all airfield pavement, including geometric layout and design, earthwork and pavement structure itself. Conducts additional design and reviews in support of the District Transportation Systems Mandatory Center of Expertise.

(16) Prepares contract drawings and specifications for structural concrete, prestressed concrete, shotcrete, structural grouting, concrete repair, concrete and bituminous pavements (including base courses) for both airfields and roads, riprap, painting, and other protective coatings, earthwork, and other related types of construction. Prepares construction schedules.

(17) Performs investigation, sampling, testing, and evaluation of all natural material sources, primarily aggregates and riprap. Performs investigations and testing relating to the field of rock mechanics.

(18) Performs investigation, evaluation, and specification preparation for new and critical construction materials, including concrete admixes, sealers, joint compounds, asphaltic materials, soil additives, geotextiles, and geomembranes, etc.

(19) Provides instructions and advice to A-E firms designing projects. Provides consulting services to other branches of Engineering Division, Construction Division, and field offices.

(20) Performs condition surveys of existing pavements and structures to determine required maintenance and evaluate service record of materials and design procedures used.

(21) Coordinates the geotechnical requirements for the Districts' Design Center mission assignments under the Comprehensive Environmental Response Compensation and Liability Act, i.e. Superfund and the Defense Environmental Restoration Program.

OM 10-1-2
APP H
1 July 02

(22) Provides technical assistance and expertise to federal and other Government agencies to ensure compliance with appropriate HTRW regulations.

(23) Develops A-E scopes of work to enhance the conformance to appropriate laws and regulations. Performs Quality Assurance on A-E prepared designs, and studies. Performs Quality Control reviews for in-house prepared designs and studies.

(24) Provides expert witness services in potential responsible party negotiations or litigation.

(25) Provides support to higher authority in reviewing or preparing HTRW design guidance documents.

(26) Provides technical guidance and oversight including field inspections to Corps of Engineers offices during the construction of military, civil and HTRW projects to ensure construction is in compliance with design procedures and assumptions.

(27) Participates in value engineering studies and reviews value engineering proposals applicable to geotechnical field.

h. Geology Section.

(1) For all areas of functional responsibility, directs and/or provides Quality Assurance for similar functions and/or studies when performed by A-E firms.

(2) Initiates and manages contracts, and develops scopes of services for subsurface investigations.

(3) Performs or directs investigation and analyses of groundwater conditions in vicinity of project site.

(4) Performs geologic or exploration programs and geologic studies. Prepares foundation reports and conducts feasibility studies for projects relevant to geology.

(5) Prepares plans and specifications for project components, which involve subsurface installations or activities such as grouting, wells, drains, etc., Performs quality assurance on similar plans and specifications prepared by A-E firms.

(6) Coordinates investigations and conducts feasibility studies related to soils, bedrock, and groundwater for various wastewater and HTRW projects. Performs quality assurance on results of similar studies performed by A-E firms.

(7) Serves as the District point of contact for matters concerning geology, groundwater, site investigation, earthquake hazards, and geologic resources. Consults and responds to inquiries from District personnel, other Government agencies, and the public on such matters. Represents the District on various interagency technical committees.

(8) Supports PPPMD-HTRW and Office of Counsel in assessing DoD liability as a potentially responsible party at HTRW sites.

(9) Performs computer modeling of groundwater flow and contaminant transport.

(10) Performs earthquake analyses of construction sites.

(11) Inspects during construction and advises when geologic problems are encountered.

(12) Evaluates and advises on contract claims relating to geologic and groundwater conditions at project sites. Provides expert testimony or input on such matters.

(13) Performs layout, construction, scheduling, and cost studies for underground excavations, structures, and other unique subsurface facilities.

(14) Performs evaluation of slope and rock stability.

(15) Performs surficial geologic mapping and stratigraphic studies.

(16) Performs assessments of geologic resources.

(17) Performs soil and rock exploration drilling including soil sampling and rock coring.

(18) Assembles, installs, and maintains downhole instrumentation such as relief wells, piezometer, monitoring wells, and inclinometers.

OM 10-1-2
APP H
1 July 02

(19) Maintains drilling and support equipment, and maintains warehouse where equipment is stored.

(20) Performs Quality Assurance on A-E prepared designs and studies. Performs Quality Control reviews and independent technical reviews for in-house prepared designs and studies.

(21) Participates in value engineering studies and reviews value engineering proposals applicable to geotechnical field.

i. Surveys, Mapping and Geographic Information System (GIS) Section.

(1) Performs precise measurements for reduction and computation of structural behavior data used to study earth deformations and dam monitoring. Designs geometric monitoring configurations and analyzes monitoring data for system accuracy and validity.

(2) Performs cadastral surveys and mapping in support of the District real estate activities in conjunction with the operation and maintenance of existing projects, previous and past construction acquisition, disposal and lease of real property. Prepares plats and writes descriptions for same. Provides expert testimony for boundary surveys.

(3) Acts as a District consultant on surveying, mapping, and geographic data processing technology and techniques. Performs cost estimates and cost analyses for engineering alternatives.

(4) Serves as the primary District source for surveys (conventional and global positioning system), mapping, digital geographic data, remotely sensed data, and imagery. Data collection and analyses support in-house and A-E designs, planning, and special studies including HTRW.

(5) Controls and maintains hard copy and digital libraries of U.S.G.S. mapping, N.G.S. horizontal control, and aerial photography within District civil and military boundaries.

(6) Contracts for surveying, mapping, aerial photography, digitizing, GIS, and other data processing services. Administers A-E contracts in accordance with the Brooks Act for the purpose of procuring professional surveying and mapping services.

(7) Performs design of control networks for engineering surveys, photogrammetric mapping and special studies. Specifications for accuracy and methodology are designed to meet network and project requirements.

(8) Provides graphic services to display aerial photography, ortophotographic mapping and rectified photography for imagery scanning as input to the District GIS, or as hard copy information provided to District planning and special studies programs.

(9) Supports HTRW Geotechnical Section and Environmental Remediation Branch designs and studies by maintaining a force of HTRW-qualified field personnel capable of rapidly responding to HTRW sites for collection and layout of engineering surveys.

(10) Maintains GIS database for Engineering Division data in format compatible with use requirements. Updates GIS data dictionary as new data is loaded into database.

(11) Provides utilities engineering inventory services for civil works, military installations, and HTRW sites. Coordinates delineation of utilities by owner agencies or conducts underground search with specialized equipment, locates utilities by survey, and performs site analysis for assurance of configuration logic.

(12) Performs Quality Assurance on A-E prepared designs and studies. Performs Quality Control reviews on in-house prepared designs and studies.

j. Chemistry Section.

(1) Directs, oversees, and accomplishes the chemistry and related technical work for closures, designs, studies, reports, investigations, etc. for a wide variety of HTRW sites.

(2) Collects and assembles chemistry and related basic criteria and data required for HTRW site investigation, designs, etc.

(3) Develops chemistry and related technical A-E scopes of service for HTRW site A-E activities.

(4) Prepares Government estimates for chemistry and related HTRW site activities.

(5) Assists in negotiating chemistry and related technical A-E contract HTRW site activities.

OM 10-1-2
APP H
1 July 02

(6) Supervises contracts for chemistry and related technical services of A-Es, consultants, and experts.

(7) Provides chemistry input to scopes of work for preparation of health risk assessments, Government estimates, and reviews analytical chemistry aspects of health risk assessments prepared by Omaha District contractors and others.

(8) Provides disposal or processing techniques for hazardous waste and other regulated waste to comply with such laws and regulations as Resource Conservation and Recovery Act, Toxic substances Control Act, National Pollution Discharge Elimination System of the Clean Water Act, Superfund Amendments and Re-Authorization Act, Clean Air Act, Leaking Underground Storage Tanks, etc.

(9) Provides technical assistance and expertise to Federal and other government agencies. Advises on the chemical and physical properties of waste or contaminated materials as these properties relate to environmental laws and regulations.

(10) Performs Quality Assurance on A-E prepared designs and studies. Performs Quality Control reviews for in-house prepared designs and studies.

k. Industrial Hygiene Section.

(1) Provides technical assistance in areas of health and safety, ordnance and explosives, human health and ecological risk assessment, and related laws and regulations. Ensures that HTRW projects are conducted in accordance with Federal and State regulatory criteria.

(2) Performs quality assurance on A-E prepared designs and studies. Performs quality control review for in-house prepared designs and studies.

(3) Develops and implements health and safety criteria and procedures to control chemical, biological, radiological, safety, and physical hazards at HTRW sites. Prepares or coordinates preparation of site safety and health plans.

(4) Prepares health and safety related aspects of scopes, work plans, reports, design criteria, and specifications.

(5) Prepares design criteria and specifications for project components that involve abatement of health and environmental hazards such as asbestos and lead-based paints.

(6) Provides technical assistance to Construction Division and the Occupational Safety and Health Office for reviews of construction submittals related to health and safety.

(7) Coordinates safety and technical aspects of projects involving ordnance and explosives. Coordinates preparation of Explosives Safety Submissions. Provides government quality assurance for contractor ordnance/explosive-related activity. Provides A-E avoidance and construction support.

(8) Determines data needs for performance of human and ecological risk assessments. Analyzes risk to human health and the environment from chemical contamination at HTRW sites. Prepares or coordinates preparation of human health and ecological risk assessments.

(9) Advises on the selection of clean-up alternatives based upon each alternative's effects to human health and the environment.

(10) Prepares human health and ecological risk assessments related aspects of scopes, studies, and designs.

(11) Coordinates preparation and implementation of procedures for disposal of investigation derived waste (IDW) generated at HTRW sites.

6. HYDROLOGIC ENGINEERING BRANCH.

- a. Directs, supervises, and coordinates the activities of the branch and coordinates the work of the branch with other branches in the Division.
- b. Responsible for planning, management, and support of budget preparation and funds administration associated with the Engineering Division Civil Works Program.
- c. Responsible for hydrologic engineering analyses, determinations, and support required in the Omaha District pertaining to channel stabilization, reservoir regulation, hydrology, hydraulics, meteorology, sedimentation, water quality, flood plain management, and stream restoration.
- d. Responsible for Hydrologic Engineering Branch A-E design contract management associated with new construction, operation and maintenance, general investigations, continuing authorities programs, and continuing functional areas of the Civil Works Program.
- e. Coordinates the execution of the Engineering Division Civil Works Program, including the Construction General, General Investigations, Operations & Maintenance, Regulatory, Support for Others, and Emergency Management Programs.
- f. Prepares applicable portions of command studies and plans in support of emergency, contingency, mobilization, general war, and development plans.
- g. Manages all District activities in flood plain management programs, including management and monitoring of all related funds and complete program execution.
- h. Serves as District Center of Expertise in non-structured flood damage reduction techniques and the design of flood warning systems.
- i. Water Control and Water Quality Section.
 - (1) Regulates Corps of Engineers tributary reservoirs and the flood control zone of Bureau of Reclamation reservoirs with storage allocated for that purpose.

OM 10-1-2

APP H

1 July 02

(2) Develops water control manuals and plans for all tributary dams including Bureau of Reclamation projects with flood control and reservoir projects.

(3) Maintains current stage-discharge relationships on all streams tributary to the Missouri River.

(4) Prepares water control agreements and flood control regulations for publication in the Federal Register.

(5) Prepares monthly reports for all tributary reservoirs with storage allocated to flood control within the Omaha District.

(6) Prepares annual co-op stream gauging and precipitation data collection programs with the Geologic Survey and National Weather Service.

(7) Monitors and compiles data on tributary river, weather, and reservoir conditions.

(8) Prepares annual report on water control activities within the Omaha District for inclusion in MRR report of same.

(9) Develops and maintains current long-range runoff forecast procedures.

(10) Prepares instructions for dam tenders.

(11) Furnishes Design Branch reservoir and stream data for inclusion in design memorandums and plans specifications.

(12) Installs and maintains hydrologic data instrumentation and analyzes the data collected for use in the daily operation of Omaha District reservoir projects and the planning of flood emergency operations.

(13) Conducts field investigations during flood periods, including measurement of flood discharges at established Corps of Engineers operated stream-gauging stations.

(14) Establishes water quality baseline conditions and monitors subsequent changes.

(15) Provides an adequate water quality database for understanding project conditions.

(16) Conducts a continuing water quality-sampling program on all civil works reservoir projects.

(17) Prepares an annual water quality report on each reservoir project.

(18) Provides guidance to reservoir regulation elements on methods of regulation and/or operation.

(19) Evaluates special water quality problem areas in existing impoundments, evaluates potential methodologies for resolution or abatement of problems, and provides criteria to design elements for any potential structural modification requirements.

(20) Conducts pre-impoundment water quality investigations and prepares portions of feasibility studies and Design Documentation Reports.

j. Flood Plain Management Services Section.

(1) Provides flood hazard information on individual sites and on reaches of streams in response to requests from Federal, State, local officials, and Tribes.

(2) Provides technical advice on flood plain land use and land adjustments to flooding; e.g., evacuation and flood proofing.

(3) Conducts flood insurance studies for the Federal Emergency Management Agency.

(4) Reviews regulatory permit actions to assure compliance with EO 11988.

(5) Prepares the nonstructural analysis portion of all flood plain damage reduction studies within the Omaha District.

(6) Conducts studies to provide flood plain information on individual sites and on reaches of streams in response to requests from Federal, State, local officials, and Tribes.

(7) Provides technical advice and planning assistance on all aspects of flood plain management.

(8) Provides guidance on flood plain regulations and flood plain management.

OM 10-1-2

APP H

1 July 02

.

(9) Performs the hydraulic analysis for all studies conducted under the FPMS program.

(10) Performs the necessary analyses for flood hazard mitigation studies under the FPMS program.

(11) Performs all analyses related to flood plain management under Support For Others.

(12) Performs analyses under the PAS program that are related to the FPMS program.

(13) Provides guidance to the District on EO 11988 and other flood plain management matters.

(14) Serves as District Center of Expertise in non-structural flood damage reduction techniques.

(15) Coordinates implementation of the National Flood Insurance Program with the Federal Emergency Management Agency.

(16) Prepares existing conditions hydraulics analysis.

(17) Serves as District point of contact for the Federal Emergency Management Agency in regard to the National Flood Insurance Program.

k. Hydraulics Section

(1) Undertakes all hydraulic analysis and design for the Civil Works Program in the Omaha District, including General Investigations (GI), Construction General (CG), Operations & Maintenance (O&M), Regulatory, Emergency Management, and Support for Others Programs.

(2) Undertakes all in-house hydraulic analysis and design for the MILCON and HTRW programs in the Omaha District.

(3) Serves as hydraulic consultant in the O&M category of the civil works program, including conducting periodic inspections of the hydraulic features of projects.

(4) Serves as hydraulic consultant to the Commander and Emergency Management during flood emergencies and other natural disasters. Collects essential data during and after floods and compiles it for inclusion in daily flood situation reports and post-flood reports.

(5) Selects, initiates, and recommends the model testing studies which are conducted at the Waterways Experiment Station.

(6) Assists in delineation of hazard areas downstream of spillways as related to streamflow considerations in support of the engineering and design acquisition of land for hydrologic safety purposes.

(7) Takes the initiative to set high water marks on any river and tributary of the Omaha District area during flooding and secures the survey of such high water marks.

(8) Conducts structural and nonstructural hydraulic studies for the Omaha District. This includes computation of water surface profiles and preparation of flood outlines for natural streams and improved flood control channels.

(9) Participates in construction inspection of flood control projects and performs post-completion inspections with MRR and OCE.

(10) Participates in value engineering studies and reviews value engineering proposals applicable to hydraulic structures.

(11) Prepares special reports and operation and maintenance manuals after completion of hydraulic structures.

(12) Investigates and writes reports on hydraulic performance characteristics on existing flood control projects.

(13) Prepares hydraulic engineering information for the Office of Counsel relating to claims for damages or lawsuits associated with flood damages.

(14) Conducts prototype testing, evaluates the results, and prepares final report on hydraulic performance of outlet works and spillway structures.

OM 10-1-2
APP H
1 July 02

(15) Participates and consults on prototype instrumentation, retrieval of measurement data and prepares report on hydraulic losses of power tunnel system.

(16) Provides routine support to Water Control Section and hydraulic technical support during flood emergency situations. Develops and updates rating curve information for use by water control activities.

(17) Prepares scope of work and government cost estimates for A-E contracted projects containing hydraulic analysis of design features for Civil, Military, and HTRW projects.

(18) Reviews A-E submittals and performs Quality Assurance of A-E products containing hydraulic analysis or design features.

1. Hydrology Section

(1) Compiles data, analyzes, and prepares technical reports that describe storm-rainfall probabilities, isohyet distribution of precipitation, rainfall-runoff relationships, and stream-discharge probabilities, with and without a variety of alternative flood control improvements and/or water resource development measures.

(2) Evaluates storage requirements, reservoir routing criteria, design discharge requirements and evaporative losses for flood control and multiple-purpose reservoir projects.

(3) Determines size and location of interior drainage outlets required for levee projects, environmental restoration projects, and military installations.

(4) Serves as District Center of Expertise in the design of Flood Warning Systems.

(5) Collects and compiles hydrological and meteorologic data for use in reservoir regulation, flood emergencies, environmental studies, and construction activities.

(6) Prepares the hydrologic and meteorologic portions of Design Documentation Reports for civil works, military, and HTRW projects.

(7) Prepares “expert witness” testimony and testifies at court proceedings concerning the relationship of hydrologic design criteria to land acquisition requirement.

(8) Prepares data to illustrate hydrologic design criteria and participates in public involvement meetings and hearings.

(9) Compiles data and evaluates precipitation-runoff relationships and storm patterns relating to stream discharge and reservoir operations.

(10) Determines peak discharge-probability relationships for use in flood plain management and flood insurance studies.

(11) Evaluates wind-wave conditions of District reservoirs and defines significant wave heights, wave run-up and set-up at specific locations for use in analysis and design of hydraulic structures and embankment protection.

(12) Undertakes periodic surveys of the plains area snow depths and moisture prior to the snowmelt season and correlates data with snow survey information from the mountain regions in order to forecast the runoff volumes and peak discharges of the snowmelt season.

(13) Designs weather stations and selects appropriate instrumentation at existing reservoir projects to monitor weather conditions and evaporation.

(14) Conducts storm studies, and initiates research to develop new methods of hydrometeorological data acquisition and analysis.

(15) Prepares specialized hydrologic studies and data for a wide range of civil, military, and environmental programs.

(16) Provides hydrologic forecasts of potentially high discharges during flood-prone seasons to permit the District Engineer and Emergency Management to undertake advance measures or other emergency operations.

OM 10-1-2
APP H
1 July 02

(17) Evaluates the water balance of wetland for environmental restoration and military projects.

(18) Analyzes surface water and groundwater interactions in support of HTRW projects, water supply assessments, and wetland investigations.

(19) Prepares scopes of work and government estimates for A-E contracts containing hydrological analysis and performs quality assurance of A-E products.

m. Sedimentation and Channel Stabilization Section.

(1) Makes periodic sedimentation resurveys of reservoir aggradation and degradation reaches. Evaluates rates of reservoir storage depletion and provides updated area-capacity storage curves and tables.

(2) Documents bank cutting, channel changes, and shifts in water levels due to reservoir aggradation and degradation.

(3) Observes bluff erosion and littoral drift along reservoir shorelines, and projects probable ultimate erosion limits.

(4) Collects data on sediment transport rates of streams within the Missouri River basin.

(5) Provides forecasts of reservoir aggradation and degradation trends, including associated influences on water surface profiles, ground water conditions, bankline erosion, and freeboard requirements.

(6) Prepares annual report to MRR summarizing sedimentation activities in the Omaha District.

(7) Prepares and executes the District's O&M budget pertaining to sedimentation and channel stabilization activities.

(8) Assists in delineation of hazard areas downstream of spillways as related to sedimentation impacts in support of the engineering and design acquisition of land for hydrologic safety purposes.

(9) Provides technical support for general investigations, studies, and special studies where elements of channel stabilization, bank stabilization, channel restoration, or other special aspects relating to stream regimen are involved on the Missouri River and its tributaries upstream of Rulo, Nebraska.

(10) Responsible for engineering, design, preliminary cost estimating, and technical specifications associated with the construction and maintenance of navigation channel projects on the Missouri River.

(11) Designs Section 14, Emergency Bank Protection projects.

(12) Provides design support for the District's Technical Assistance Program.

(13) Maintains ground water piezometer wells and collects ground water well data for hydrologic assessments for impacts associated with reservoir project operation.

(14) Provides support for design of HTRW projects involving surface water management.

(15) Prepares scope of work and government cost estimates for A-E contracted projects containing sedimentation and channel stability analysis or design features for Civil, Military, and HTRW projects.

(16) Reviews A-E submittals and performs Quality Assurance of A-E products containing sedimentation and channel stability analysis or design features.

7. COST ENGINEERING AND TECHNICAL SUPPORT BRANCH.

- a. Serves as the central resource with responsibility and accountability for cost expertise, cost data bases, and estimating programs.
- b. Collects basic cost data required for pricing construction projects.
- c. Responsible for preparation of cost estimates for technical reports, design memoranda, and authorized civil works, military construction projects, and environmental restoration programs.
- d. Reviews the qualifications of cost estimating consultants and makes recommendations concerning selections.
- e. Prepares estimating instructions and reviews estimates produced by engineering consultants and experts.
- f. Supervises contracts for cost engineering services of consultants and experts.
- g. Provides cost estimating support for civil works, military, and HTRW projects.
- h. Prepares initial draft of DD Form 1354, Transfer of Real Property.
- i. Responsible for preparation of cost estimates for all phases of the project, including planning, programming, design, construction, and operations and maintenance.
- j. Prepare all Government estimates for contract award.
- k. Perform biddability, constructability, and operability reviews.
- l. Prepares engineering instructions for A-E estimates
- m. Prepare estimates for negotiated contracts, including 8(a), and participates in negotiations.
- n. Prepares estimates for modifications and participates in negotiations.
- o. Reviews cost for value engineering proposals

OM 10-1-2

APP H

1 July 02

p. Prepares all types of estimates for civil works and HTRW construction contracts, including Superfund asbestos removal and DERP contracts.

8. TRANSPORTATION SYSTEMS MANDATORY CENTER OF EXPERTISE.

a. Serves as the HQUSACE Transportation Systems Mandatory Center of Expertise (TSMCX). Maintains state-of-the-art technical expertise to support engineering, planning, design, construction, evaluation, criteria development, and real property requirements for all military transportation systems, including airfields, railroads, streets, non-organizational parking, organizational parking, special vehicle guide ways/roadways, and all facilities directly in support of transportation systems.

b. Provides transportation systems engineering technical support to HQUSACE, HQAFCEA, and HQNAVFAC.

c. Provides transportation systems engineering consulting services to all Corps MSCs and district commands, Army installations, Air Force bases and Navy bases worldwide, upon request.

d. Manages the USACE A-E indefinite delivery contracts for airfield/roadway design and evaluation, railroad/roadway design and evaluation, airfield construction management, PAVER and RAILER.

e. Manages the USACE Pavements-Transportation Computer Assisted Structural Engineering (PCASE) Program which includes overseeing development of the PCASE computer programs, standardization of all PCASE computer program formats, providing recommendations to HQUSACE for development of new PCASE computer programs, and conducting regional PCASE workshops worldwide.

f. Performs mandatory design reviews of all Corps designed Army and Air Force airfields, railroads, and military special vehicle guide ways/roadways projects worldwide. Performs design reviews of roads, streets, organizational/non-organizational parking, and facilities directly in support of transportation vehicles when requested. Performs mandatory design reviews for all HQ Air Mobility Command airfield projects over \$1M. Performs design reviews of other Air Force and Navy airfield projects, when requested.

g. Serves as HQUSACE technical monitor for all research and criteria update related to transportation systems engineering, namely airfields, railroads, and roadways.

OM 10-1-2

APP H

1 July 02

- h. Performs mandatory design verification inspections of transportation systems projects throughout the world to assure current design criteria are adequate and being correctly utilized.
- i. Maintains the mandatory repository files for all U.S. Army airfields.
- j. Conducts on-site airfield paving workshops for all airfield construction projects over \$5M worldwide, and for projects less than \$5M, when requested by the District or the customer.
- k. Serves as the Department of the Army engineering representative on North Atlantic Treaty Organization (NATO) Airfield Services Working Party and Air Standardization Coordinating Committee (ASCC), Working Party 65 - Airfields and Airfield Facilities.
- l. Plans, coordinates and executes worldwide Tri-Service Transportation Systems Engineering Workshop (every 4 years).
- m. Provides Field Force Engineering (FFE) technical support to HQUSACE, MSC, Districts and field engineers for airfields, railroads and roadway pavements. Supports HQUSACE in conducting FFE training.

APPENDIX I

1. HAZARDOUS, TOXIC AND RADIOACTIVE WASTE MANDATORY CENTER OF EXPERTISE (HTRW CX).

- a. Provides staff supervision and general management of the HTRW CX under the technical direction and operational control of the Director, Engineering and Technical Services Directorate, Missouri River Region, Northwestern Division.
- b. Maintains state-of-the-art technical expertise for all aspects of HTRW restoration and compliance activities.
- c. Upon request, provides technical assistance to designated HTRW design districts and other districts engaged in HTRW related activities.
- d. Provides technical review of key documents for Category B HTRW projects, as defined in CEMP-RT memorandum, 23 Sep 98, subject: Changes in HTRW Technical Rules and Responsibilities Due to Division Laboratory Closure.
- e. Assists HQUSACE in developing, disseminating, and coordinating USACE HTRW technical policies, procedures, and guidance.
- f. Assists HQUSACE on technical issues resolution, technical committee participation, and general information exchange with other federal agencies, including regulatory agencies (e.g., HQEPA). Interacts directly with other federal agencies, including regulators, in resolution of program and project technical issues.
- g. Assists HQUSACE in reviewing and monitoring District HTRW qualifications.
- h. Reviews HTRW aspects of Civil Works projects as defined in ER 1165-2-132. Review by the HTRW CX will be funded as part of executive director and management for the general expense appropriation.

OM 10-1-2

APP I

1 July 02

i. Supports the development of formal and informal training for USACE personnel. Serves as a member of the HTRW Training Policy Committee for environmental programs. Recommends new courses, assists in their development, monitors their quality, and provides instructors.

j. Provides contracting expertise and direct support to the HTRW CX and HQUSACE on HTRW acquisition matters through the facilitation, development, and implementation of USACE HTRW acquisition programs, policies, procedures, strategies, formal/informal training courses, and formal presentations as required.

k. Provides consultation and advice to USACE districts, divisions, and the HTRW CX on contracting policy, regulations, and federal statutes.

l. Provides review, recommendations, and comments on HTRW design criteria documents, draft regulations, policy letters, MOAs, and IAGs that incorporate elements or sections relating to acquisition strategy, procedure, and/or policy prior to forwarding to higher authority for consideration or implementation.

m. Provides direct HTRW contracting support to divisions and districts upon request from higher authority. Support includes matters relating to the development or implementation of administrative acquisition strategies, procedures, and or techniques.

n. Furnishes legal assistance and advice on environmental restoration and compliance issues through services provided by Omaha District Office of Counsel. Provides legal review, assistance, and oversight of the, formerly used defense sites (FUDS) potentially responsible party (PRP) program.

2. ENVIRONMENTAL COST, COMPLIANCE & TECHNOLOGY BRANCH.

a. Provides expert environmental regulatory advice and consultation to Corps engineering, operations and construction offices; serves as technical consultant nationwide for federal and state environmental regulations and regulatory issues pertaining to environmental restoration and compliance; serves as national focal point for USACE innovative technology advocacy; serves as technical consultant nationwide for HTRW remedial action cost engineering issues; serves as the USACE central collection and repository for HTRW historical cost and performance data; and serves as cost recovery repository for Superfund and DERP projects.

b. Monitors environmental legislation, environmental regulations, technical publications and journals to develop Corps guidance documents, fact sheets, construction bulletins and engineering regulations for Corps offices nationwide in order to facilitate compliance with all environmental regulations and the use of innovative technologies.

c. Reviews daily Federal Registers and coordinates comments on proposed EPA rule makings to USACE pertaining to restoration and compliance regulatory matters.

d. Reviews projects (a) for compliance with all environmental regulations; (b) to ensure proper development and application of cost considerations; and (c) to recommend innovative technologies as appropriate. Attends meetings with customers to resolve problems as necessary. Reviews guidance documents for compliance with applicable regulatory requirements, cost engineering principles and to ensure innovative technologies have been considered.

e. Develops HTRW cost engineering and regulatory training courses and workshops nationwide. Provides input into all PROSPECT training courses as necessary pertaining to environmental regulations, innovative technologies and HTRW cost engineering. Serves as subject matter expert for all HTRW Environmental Regulatory Courses, various HTRW Cost courses and HTRW courses involving innovative technologies.

f. Provides technical assistance to Corps offices and customers nationwide for HTRW cost engineering, environmental compliance, and innovative technologies involved in studies, design and construction phases of HTRW projects.

g. Develops environmental compliance guidance and policy, responds to CECW-OA taskers, develops upward reporting systems, monitors environmental compliance at all Civil Works projects in support of the Civil Works compliance program on behalf of CECW-O.

OM 10-1-2

APP I

1 July 02

h. Maintains responsibility for administration and management of the USACE HTRW Lessons Learned Program on a national basis. Facilitates the exchange of lessons learned among engineering, operations and construction USACE elements nationwide with execution responsible. Extends the lessons learned system to non-USACE elements. Provides training and guidance to potential users of the system nationwide.

i. Exercises nationwide responsibility to support increasing the use of innovation technologies on HTRW projects administered by USACE. Provides information and technical assistance to Districts on innovation technologies. Monitors USACE HTRW projects and consults with executing personnel to ensure innovative technologies are appropriately considered.

j. Interfaces with USACE personnel and other federal agency personnel (Air Force, EPA, DOD, etc.) to facilitate technical technology transfer between Government agencies and private entities. Serves on national steering committees and task forces involved in the development and use of innovative technologies.

k. Serves as the USACE central collection and repository for HTRW historical cost, process design, and performance information. Provides current and historical HTRW cost, process design and performance data to USACE elements. Maintains and updates all cost engineering models and tools.

l. Provides guidance concerning preparation and reporting of cost to complete estimates for FUDS program for BD/DR, CON/HTRW, HTRW, and OEW projects, to support the Budget Estimate Submission and Annual Report to Congress. In addition, perform quality assurance reviews on all cost to complete estimates.

m. Exercises Corps-wide program responsibility for the implementation, operation, and maintenance of site-specific documentation of USACE costs incurred on all Superfund projects and DERP projects subject to cost recovery litigation. Coordinates contracted support activities for cost recovery, prepares litigation records to include financial and contractual records, and serves as the USACE expert witness for financial matters pertaining to Superfund and DERP projects.

n. Serves as USACE representative on various federal agency task forces, committees and subcommittees in the area of environmental compliance, cost engineering, and/or technology implementation.

3. CHEMICAL DATA QUALITY MANAGEMENT BRANCH.

- a. Provides program level technical/policy support to the USACE HTRW Program in the area of Chemical Data Quality Management (CDQM) with expertise in environmental analytical chemistry and associated methodology and QA/QC practices, environmental fate and transport, industrial and process chemistries, and electronic data management.
- b. Provides technical review for in-house and contractor produced deliverables on all matters concerning environmental chemistry and chemical data quality management. Deliverables reviewed are key documents for Category B projects and generally include scopes of work, investigative work plans (including Sampling and Analysis Plans), project reports, Chemical Quality Assurance Reports, Chemical Data Quality Assessment Reports and design specifications.
- c. Provides project specific technical assistance to design districts and construction districts for all matters related to environmental analytical chemistry and chemical data quality management.
- d. Identifies need for and prepares and revises USACE guidance documents which provide Corps elements information necessary to meet CDQM. Periodically reviews and updates ER 1110-1-263 and other guidance related to the overall USACE CDQM activities.
- e. Serves as the USACE technical proponent for training of HTRW chemistry and other technical personnel in subjects listed in paragraph 3.a. Recommends course needs, chemistry content, and provides appropriate instructors in support of Huntsville Center training management activities.
- f. Proposes policy/guidance and, upon request, executes approved policy/guidance for the evaluation of commercial environmental analytical laboratories that support USACE environmental programs. Reviews and approves laboratory documentation (e.g. Quality Management Plans, SOPs, and performance data), arranges for the submittal of appropriate Proficiency Test Sample Information, and performs on-site inspection of commercial environmental analytical laboratories. Evaluates in-house testing capacity provided by USACE labs. Also provides technical assistance to investigations stemming from criminal, civil, or administrative actions against laboratories used by USACE in support of environmental projects; and takes lead on associated data impact assessments to support USACE districts.

OM 10-1-2

APP I

1 July 02

g. Provides interagency representation on committees and workgroups internal and external to DOD, for the USACE HTRW Program with respect to environmental analytical chemistry and chemical data quality management and electronic data management issues.

4. ENVIRONMENTAL HEALTH AND SAFETY BRANCH.

a. Provides national level expert technical support to the USACE HTRW programs in the areas of occupational health & safety, risk assessment, health physics, and other environmental health related aspects of environmental restoration activities at HTRW sites.

b. Provides detailed technical review and comment for in-house and contractor produced deliverables on all matters concerning occupation health & safety, risk assessment, health physics, and related environmental health aspects of HTRW projects. Deliverables reviewed include scope of work, work plans (including Site Safety and Health Plans), reports (including RI/FS), human health and ecological Risk Assessments, and remedial design plans and specifications.

c. Provides expert project specific technical assistance to HTRW design districts and construction districts for all matters related to occupational health & safety, risk assessment, health physics, and other environmental health aspects of environmental restoration activities at HTRW sites. Also provides the general dissemination of pertinent technical information related to the performance of the USACE HTRW Program at all levels.

d. Identifies need for and prepares and revises USACE guidance documents in the areas of occupational health & safety, risk assessment, health physics, and other environmental health aspects of HTRW activities which provide Corps elements information necessary to accomplish HTRW mission objectives and assignments. Periodically reviews and updates all technical guidance related to HTRW health and safety, risk assessment, and health physics.

e. Serves as technical proponent for training of USACE personnel in the areas of health & safety, risk assessment, health physics, and other environmental health aspects of HTRW projects. Recommends course needs, schedules, and content, and provides appropriate instructors in support of Huntsville Center training management activities. Also, performs informal training and workshops to supplement existing USACE PROSPECT and outside training courses.

OM 10-1-2

APP I

1 July 02

f. Provides interagency representation for the USACE with respect to health & safety, risk assessment, health physics, and other environmental health issues related to HTRW activities. Provides input to the formulation of industry and government policies. Ensures technical consistency of related USACE policies with industry and regulatory practices and standards.

g. Serves as the USACE technical liaison with DA Surgeon General - USACHPPM, for health risk assessments performed by USACE for Army IRP, Army BRAC, and FUDs programs.

5. GEOENVIRONMENTAL & PROCESS ENGINEERING BRANCH.

- a. Provides expert technical support to the USACE HTRW program in the areas of geotechnical engineering, geology, and process engineering.
- b. Provides technical oversight and/or detailed technical review of in-house and contractor produced deliverables related to geotechnical, geological, and process engineering aspects of HTRW projects.
- c. Provides project specific technical assistance to HTRW design districts and construction districts for all environmental restoration activities at HTRW sites related to geotechnical engineering, geology and process engineering. Disseminates state-of-the-practice technical information Corps-wide as appropriate.
- d. Conducts site visits to HTRW remediation projects during investigations and/or construction to evaluate investigation and/or construction methods, adequacy of design, and quality control/quality assurance procedures. Performs optimization evaluations of remediation systems on DoD and EPA fund lead sites.
- e. Identifies need, prepares, and revises USACE HTRW guidance documents pertaining to geotechnical engineering, geology, and process engineering.
- f. Identifies need, develops, and updates USACE HTRW training courses pertaining to geotechnical engineering, geology, and process engineering in support Huntsville Training Center. Conducts informal training and workshops to supplement existing USACE PROSPECT and outside training courses.
- g. Provides interagency representation for the USACE HTRW program with respect to geotechnical engineering, geology, and process engineering. Provides input in formulating industry and government HTRW policies.

6. ENVIRONMENTAL STUDIES AND LIAISON BRANCH.

a. As requested by HQUSACE, assists in developing and drafting program execution policy and conducts special studies and analyses pertaining to program management and execution.

b. Performs EPA interagency agreement (IAG) reviews regarding compliance with the national IAG and conformity to USACE requirements and prerogatives. Provides special review emphasis to those cases where USACE accomplishes remedial action based on another agent's design; assures IAGs properly address the USACE contracting officer's responsibility to award enforceable and effective contracts.

c. Provides support to HQUSACE and HTRW PRP districts on all PRP related matters, both under DERP, FUSRAP and Army civil works. Serves as Corps-wide point of contact for the PRP Program and manager for the nationwide PRP support contract.

d. Serves as the USACE technical proponent for training of TERC Task Order Administration, HTRW Overview (Program & Project Management) and Superfund Interagency Agreements. Recommends course needs, course content and provides instructors as required.

e. Assists the CX Director in the preparation and management of the HTRW CX annual budget. Provides justification for budget items using workload analysis tools.

f. Provides systems administration and web based programming support to the HTRW CX and HQUSACE Environmental Division (CEMP-R).

g. Responsible for system administration of the HTRW CX business process systems including Workload Analysis System, File Organization and Control Information System, and the Guidance Program Management Systems.

OM 10-1-2

APP I

1 July 02

g. Provides technical liaison with all Corps HTRW design districts and parent MSCs associated with the Corps of Engineers HTRW Program involving the nation-wide DERP, Superfund Program, FUSRAP and Support for Others. Manages and internally coordinates technical reviews by the HTRW CX. Coordinates these reviews, as appropriate, with HQUSACE, MSCs and districts. Assesses all technical review comments and assures a consistent and unified CX position with respect to cost savings and avoiding design deficiencies. Based on reviews and analyses, prepares the HTRW CX recommendation of action to be taken.

i. Manages and coordinates the Corps HTRW Guidance Development Program in coordination with the HQUSACE (CEMP-RT) program proponent. Manages Guidance Program Task Orders performed by support contractors.

j. Represents the CX at National HTRW Program Review meetings.

k. Exercises Corps-wide responsibility concerning funds control for assigned MACOMS for the Installation Restoration Program (IRP) under DERP to include remedial investigations, feasibility studies, remedial design, remedial construction, and program guidance. Initiates work authorization directives (WADS) to other MSCs and districts based on Army work plans. Ensures adequate funding is available to make distributions within workplan. Assigns project/location codes to WADS and maintains Corps-wide control over the codes used for the accountability of funds.

APPENDIX J

I. CIVILIAN PERSONNEL ADVISORY CENTER (CPAC)

- a. Informs the Commander and subordinate management staff on the status of human resources management throughout the organization and contributes to planning and problem solving.
- b. Directs the planning, execution, and evaluation of assigned missions so as to assure effective operation of the entire office. Analyzes directives and other issuances by higher commands and external control agencies for applicability to activities serviced. Refers the matters to the proper branch for appropriate action; monitors timeliness and subject matter coordination of action. Provides overall expert knowledge of regulatory requirements which affect human resources administration. Coordinates the publication of local policies and regulations as required.
- c. As a representative of the Commander, provides leadership and direction in the development of local human resources management policy. Creates an awareness of, identifies, and coordinates with other elements of the Commander's staff, the human resources implications associated with mission change, technology or methodology changes, mobilization plans, manpower and budget decisions, and other managerial decisions, policies and practices. Seeks to assure that management actions affecting employees are taken in such a manner as to enhance the organization's reputation as a good and fair employer.
- d. Chief, CPAC serves as Career Program Manager for the Civilian Personnel Administration Career Program and, as such, assures quality intake and planned development of the professional and technical staff of the office.
- e. Administers local systems for input of personnel actions to be transmitted to the West Civilian Personnel Operating Center (CPOC). Coordinates system access documentation, as well as normal operation and maintenance with the CPOC Information Systems staff and local Information Management Office representatives, as required.
- f. Maintains reports schedules for the CPAC and prepares, coordinates, or monitors preparation of such reports.

OM 10-1-2

APP J

1 July 02

g. Develops and recommends plans, policies and procedures for local administration of the Department of Army (DA) labor relations program, assuring communication of DA and local policies and procedures to management and staff officials. Provides the principal point of contact on labor-management relations matters of overall concern to established bargaining units.

h. Develops local policies and plans on constructive discipline and personal adverse actions. Evaluates application of policy. Provides assistance on individual disciplinary cases; assists in preparing notices of proposed adverse actions; assists managers in conducting pertinent inquiry; and acts as central point of contact for disciplinary cases submitted for final action.

i. Develops local policy on grievances and appeals and evaluates application of policy. Provides advice and assistance to managers on grievance and appeal cases. Serves as impartial investigator of employee complaints, grievances or appeals. Coordinates processing of grievances. Provides advice to employees on human resource policies, administrative regulations, employee rights and services, and any other employment-related subjects not initially referred by employees to supervisor.

j. Evaluates availability and use of employee services and facilities (Employee Assistance Plan, Fitness Program, Occupational Health), consulting with managers and/or concerned staff officers as to possible changes, additional services, or improvements in services and facilities. Coordinates and/or assists, as appropriate, on safety training and publicity. Administers Employee Assistance Program contracts.

k. Develops and recommends plans, policies and procedures for administration of the performance management system(s). Provides advice and guidance to supervisors and managers in carrying out their performance management responsibilities. Provides supervisors and managers adequate training opportunities, technical advice, notification of rating due dates and necessary assistance to follow-up on delinquent ratings. Evaluates performance management system effectiveness and provides feedback to management.

l. Provides general advice and information with respect to employee benefit programs, including but not limited to: leave, health benefits, life insurance, retirement, compensation for disability and death, unemployment compensation, and employee injury compensation program. Advises employees, retirees, family members, etc., regarding access to and use of the Army Benefits Center – Civilian (ABC-C) in processing benefit changes on-line. Prepares informational material as necessary to keep employees fully informed of these benefits.

J.1.2

m. Administers the Incentive Awards Program, with responsibility for program planning and evaluation. Promotes support and participation in the program. Coordinates with the Incentive Awards Committee. Provides staff assistance to managers and supervisors on the use of incentive awards. Processes award nominations.

n. Develops and maintains a continuing positive labor resource program. Plans a continuing program for development of labor sources as resources for employee intake. Is responsible for college-level recruitment directly related to long-range intake needs.

o. Advises management and administers electronic processing of all in-service placement including mandatory actions under OPM, DOD, DA, etc., promotions, reassignments, details, non-personal adverse actions (e.g. reduction-in-force), and outplacement. Assists in developing applicant evaluation systems and participates in programs established by higher echelons. Coordinates participation in candidate evaluation and its relation to consideration for selection.

p. Assists managers in meeting needs relative to recruitment and placement of employees. Advises managers, employees, and applicants on the specialized requirements of automated referral software (Resumix) as it impacts application procedures, referral processes, etc. Serves as liaison for management with prospective employees. Participates with management to continue high level of quality in applicants referred for selection and adherence to employment goals.

q. Provides priority in-service and external recruiting assistance for overseas positions.

r. Advises employees regarding opportunities for advancement, development, relocation, or more suitable occupation; provides guidance to applicants regarding federal employment and job opportunities within the Army.

s. Participates in planning and conducting local wage surveys.

OM 10-1-2

APP J

1 July 02

t. Serves as advisor to management, with the coordination of appropriate staff elements, in the design and establishment of a sound and efficient position structure. Evaluates the position management and classification program to determine its effectiveness in response to management needs, existence of problems, effect upon morale, budget, and mission accomplishment, possible courses of remedial action. Evaluates supervisory understanding and skill in position management and classification and plans training to improve supervisors' competence as well as employee understanding and acceptance of the program. Fosters a program that emphasizes classification accuracy and internal/external consistency with established position management and classification standards, principles, and practices. Advises management staff and individual employee regarding the proper filing of classification complaints and appeals.

APPENDIX K

1. INFORMATION MANAGEMENT OFFICE.

- a. Advises the Commander and staff on Information Management Area (IMA) activities.
- b. Exercises general and staff supervision over all IM activities for the District and serviced areas.
- c. Formulates District level plans, policies, and procedures for IM activities.
- d. Establishes District IMA goals, objectives, and priorities.
- e. Approves District's IM master plans and long- and short-range implementation plans.
- f. Develops and monitors the execution of the District's Information Technology Investment Portfolio System (ITIPS).
- g. Manages the design, development, implementation, and augmentation of all types of IM systems.
- h. Manages the design, development, implementation, and augmentation of all communication systems.
- i. Serves as the Career Program Manager for all IM career programs in the Omaha District and at MRR.
- j. Validates and approves IMA hardware and software requirements.
- k. Serves as Contracting Officer's representative as designated by letter.
- l. Prepares applicable portions of command studies and plans in support of emergency, contingency, mobilization, general, war, and base development plans.

OM 10-1-2

APP K

1 July 02

m. Provides the District Information Assurance Officer to oversee District data and network security issues.

n. Formulates the District IM master budget. Manages the expenditure of funds within approved ITIPS planning and IMA budgets in accordance with current MOAs.

o. Prepares and submits automated equipment requirements for the annual Plant Replacement and Improvement Program (PRIP).

2. APPLICATIONS AND PLANNING BRANCH.

- a. Provides IM support to the Missouri River Region (MRR) Offices in accordance with the currently executed Memorandum of Agreement between MRR and the Omaha District.
- b. Provides data base design, development and maintenance for automated applications.
- c. Performs database administration and family administration necessary to support use of the Corps of Engineers Enterprise Infrastructure System (CEEIS) computer resources.
- d. Evaluates alternatives to and integration of existing and planned technology.
- e. Provides cost vouchering services for the District's automatic data processing IT equipment and services.
- f. Evaluates new automation technology and develops specifications for procurement.
- g. Prepares and reviews specifications for IT, assists users in defining needs for and acquisition of IT hardware and software. Manages the ADP Procurement program.
- h. Provides system analysis and technical programming support.
- i. Provides local use support for Standard Army Management Information Systems, i.e., CEFMS, REMIS, CMS, etc.
- j. Prepares technical systems documentation.
- k. Provides point of contact for customer assistance and consultation for IM activities to include use application support training assistance and problem resolution.
- l. Prepares long and short-range plans for all IMA functions. Prepares, maintains, and administers the Information Master Plan (IMP) for all District organizational elements.

OM 10-1-2

APP K

1 July 02

- m. Performs technical evaluation of information plans including hardware and software requirements, and prepares IMA specification as appropriate.
- n. Provides technical and system support for Computer-Aided Drafting and Design (CADD).
- o. Coordinates the activities for Geographic Information Systems (GIS).
- p. Validates and approves/disapproves IMA technology requirements. Establishes and maintains hardware and software standards.
- q. Maintains inventories for IT hardware and software.
- r. Assists functional proponents in preparation of lifecycle and acquisition documentation.
- s. Provides for proper receipt, distribution, storage, protection and safeguarding of all equipment, supplies, and materials prior to delivery to end-users.

3. COMPUTER SYSTEMS AND COMMUNICATIONS BRANCH.

- a. Provides IM support to the Missouri River Region (MRR) Offices in accordance with the currently executed Memorandum of Agreement between MRR and the Omaha District.
- b. Implements all USACE standard systems.
- c. Supports users of all IM areas such as utilization of data communications, office automation equipment, and associated software.
- d. Operates and/or provides oversight to local computing resources, i.e., local area network, file servers, etc.
- e. Maintains IMA equipment and support services.
- f. Manages the design, development, and implementation and tracks the acquisition of all types of communications systems.
- g. Provides and manages communications systems to include frame relay system, secure facsimile, radio, email, data networks, local switches, and other communications equipment as required.
- h. Provides advice, guidance, and assistance to business-systems automation users when required.
- i. Operates the classified and unclassified message communications center.
- j. Responsible for control of communications security (COMSEC) account and associated materials.
- k. Accomplishes systems and network configuration cost analysis for all proposed systems.
- l. Participates in Corps-wide interagency planning activities regarding policy and guidance for District support of higher headquarters systems.

OM 10-1-2

APP K

1 July 02

m. Develops and maintains Continuity of Operations Plan (COOP) for all sensitive or mission essential business process applications.

n. Provides an electronic mail service coordinator.

o. Assists the District Information Security Officer (ISO) and assists in the administration of the District's Information Systems Security program as directed by the Security Manager and AR 380-19.

p. Develops and maintains COOP for all sensitive or mission essential business process applications.

q. Administers and maintains the District Computer Operations Center including all platforms, networks and communications servers therein.

r. Maintains and coordinates the activities of the District's computer training facility.

s. Develops coordinates, and implements information systems for decision-makers, including educating executives and managers to effectively use automation.

t. Provides staff oversight and review of communications operations, policy, and requirements. Operates MRR communications systems to include special purpose terminal equipment and common user telecommunications systems. Provides direct support to the Directorate of Construction-Operations, for provision of telecommunications operations services during time of emergency.

u. Provides staff supervision of the MRR Audiovisual Information Program. Maintains the Division Office video teleconferencing facility.

v. Maintains IMA equipment, services and provides input for inventories for all Division ADP hardware and software.

4. CUSTOMER ASSISTANCE BRANCH.

- a. Directs Customer Assistance Programs for IM activities within the District.
- b. Provides IM support to the Missouri River Region (MRR) Offices in accordance with the currently executed Memorandum of Agreement between MRR and the Omaha District.
- c. Integrates technical evaluation and end user functionality and compatibility for IM Implementation Plan.
- d. Analyzes printing requirements; resolve problems relative to format, material, and methods of production.
- e. Determines the essentiality and requirements of reproduction methods, systems and processes for mission accomplishment.
- f. Manages the technical and legal libraries.
 - (1) Plans and directs library information services.
 - (2) Supports user information needs through database searching, electronic and print media guidance, and reference and research assistance.
 - (3) Provides materials selection and acquisition of needed information, acquiring information in a diverse set of formats (print, optical, electronic).
 - (4) Collects information materials into central collections in order to extend the availability and use of materials through shared access by users.
 - (5) Catalogs and provides access to materials purchased for Omaha District and MRR elements.
 - (6) Limited subscription management for IM offices and MRR offices to include acquisitions, routing, and reference retention. Also provides guidance to District administrative staff in managing subscriptions.

OM 10-1-2
APP K
1 July 02

(7) Provides inter-library loan and document delivery services.

g. Manages and directs the Records Management Program.

(1) Manages and provides guidance for the approved Army filing system, Modern Army Record Keeping System (MARKS) and conducts surveys on files management.

(2) Controls forms management to include design, design analysis, and final preparation of all forms.

(3) Reviews/approves content and format for all numbered directives.

(4) Requisitions, receives, controls, and distributes all Department of Defense and Department of the Army numbered publications.

(5) Reviews and approves or disapproves requests for office copiers and filing equipment.

(6) Collects historical data under the Historical Program.

(7) Maintains records of all materials and/or documents located at the Emergency Relocation Site (ERS).

(8) Administers the Management Information Control System.

(9) Establishes District standards to assure authenticity for electronically transmitted correspondence and forms.

(10) Manages, controls, and issues office symbols.

h. Provides official mail and messenger services.

i. Provides internal mail and message services; handles incoming and outgoing mail.

k. Provides visual arts, graphics, and photo-typesetting services.

(1) Advises management on the methods of communicating information through visual means.

(2) Develops standards for the type and mode of graphic presentations.

l. Provides video production and photography services.

(1) Maintains video production and photographic services.

(2) Maintains District's conferencing/presentation facility.

(3) Manages video communications for the Omaha District.

m. Prepares, maintains and administers the District's Document Imaging Policies.

n. Provides staff supervision of the MRR Audiovisual Information Program.

APPENDIX L

1. INTERNAL REVIEW OFFICE.

a. Assists the Command group and functional managers by reviewing and advising on regulatory and policy compliance, business processes, and management control matters for the purpose of improving programs and operations. Reports to the Commander or Deputy Commander

(1) Prepares and executes an annual internal review plan in accordance with AR 11-7. Ensures the annual plan addresses known and suspected problem areas, in a prioritized manner.

(2) Performs audits to evaluate economy and efficiency of operations, to determine whether desired results are being achieved, and to evaluate compliance with applicable laws, regulations, and policies.

(3) Uses the full range of audit techniques in the performance of internal reviews, such as: preliminary surveys, full-scope audits, quick-response audits, and consulting or advisory services. Assigns appropriate audit resources to meet District audit requirements and maximize audit effectiveness.

(4) Issues updates on audit findings and recommendations.

b. Considered the focal point for interaction on all external audit matters. Provides liaison and coordination with representatives of audit groups, such as: General Accounting Office, Inspector General Offices, U.S. Army Audit Agency, and others.

(1) Arranges entrance and exit conferences between external auditors and the Command group and appropriate management officials. Provides administrative support to external audit teams.

(2) Ensures that official Command responses to external audit reports are timely and comprehensive in addressing audit recommendations.

OM10-1-2
APP L
1 July 02

c. Performs follow-up reviews of internal and external audit recommendations.

(1) Verifies implementation of corrective actions and effectiveness of the recommendations in correcting the adverse condition and accuracy of reported monetary benefits.

(2) Maintains a follow-up tracking system to monitor and report on corrective actions pertaining to findings and recommendations

d. Provides advice concerning management control issues.

(1) Advises the Command and staff concerning possible material weaknesses found while performing internal reviews for inclusion in the Federal Managers Financial Integrity Act Annual Assurance Statement.

(2) Verifies management's report of completed corrective action on reported material weaknesses.

e. Provides audit support for emergency operations recovery activities.

APPENDIX M

1. LOGISTICS MANAGEMENT OFFICE.

- a. Advises the Commander and staff on logistics activities, including supply and personal property management, transportation management, maintenance management, facilities management, and services.
- b. Serves as the principal District point of contact with higher headquarters and other agencies in regard to logistics activities.
- c. Provides logistics management services and support to the Northwest Division Region Office in accordance with the currently executed Memorandum of Agreement between NWD and the Omaha District.
- d. Implements higher headquarters policy guidance and directives concerning logistics; develops overall District policies, plans, and procedures for assigned logistics activities.
- e. Establishes logistics program objectives and performance goals, and evaluates progress toward their achievement.
- f. Exercises general and staff supervision over all logistics activities for the District and serviced areas, and direct supervision over the District headquarters' logistics activities.
- g. Develops, implements, and administers detailed policies on maintenance for those classes of property reserved to logistics management. Provides only general policy and implementation procedures for classes of property reserved to the using elements.
- h. Deploy Logistics Emergency Response Teams (LERT), Roofing and Housing PRT members.
- i. Implements policies on "repair" and "replace" criteria for personal property in accordance with paragraphs f and g above.

OM 10-1-2

APP M

1 July 02

j. Implements and certifies authorizations for civil property per applicable regulations and guidance.

k. Provides the Deputy Coordinator for the Facilities Self-Protection Organization at the District headquarters.

l. Plans, coordinates, and manages logistics services performed in support of the NWD Region Office.

m. Serves as NWD Region and the Omaha District headquarters' point of contact with GSA in regard to building maintenance, alterations, and work space allocation requirements.

n. Prepares and submits the District headquarters' office furniture and equipment requirements for the annual Plant Replacement and Improvement Program for those items exceeding \$25,000.

o. Serves as the responsible employee for all personal property assigned to the District and Division headquarters pending the transfer of this responsibility to the chiefs of each division and independent office.

p. Develops District motor vehicle policies and procedures.

q. Provides for proper receipt and distribution, storage, protection and safeguarding of all equipment, supplies, and materials for NWD Region and District headquarters. Exercises staff responsibility for receipt, storage, issue, protection, safeguarding, and warehousing of all personal property at field offices. Issues District policies and guidance related thereto.

r. Receives and processes all requisitions for supplies, material and equipment submitted by NWD Region Office and the District.

s. Operates the District Warehouse and central receiving point, located at the Missouri River Project Office, Building 55.

t. Exercises staff supervision over outlying District supply management activities and directly supervise supply management activities of the District headquarters.

u. Performs functions of property management for the Northwestern Division (NWD) and the Omaha District to include personal property accountability (property book function); i.e., marking, inventorying and controlling. (Financial accounting of property; i.e., reconciliation of capitalized is a shared responsibility of the Resource Management Office and LM.)

v. Monitors the physical inventories of personal property taken by hand receipt holders.

w. Reviews and processes all reports of survey for action by proper authority and ensures other appropriate action to fix responsibility for loss, damage, or destruction of Government property.

x. Develops policies and procedures for and performs, or supervises performance of, functions as Property Administrator for Government-furnished property.

y. Manages the overall property disposal program. Takes appropriate action to dispose of excess personal property and material, to include inspecting, classifying for disposal, segregating, storing, circularization, and in actual disposal of excess personal property.

z. Requisitions all MILSTRIP and FEDSTRIP.

aa. Develops NWD Region and Omaha District transportation, travel, and traffic management policies, plans and procedures; implements higher headquarters regulations and directives in this regard.

bb. Exercises staff supervision over NWD Region Office and District-wide transportation management activities and directly supervise travel-management activities performed in support of the District headquarters and field offices.

cc. Administers travel management for NWD Region and the Omaha District, to include issuing and authenticating travel orders, processing requests for theater clearances, provide passport agent services, administer contracts for travel services,

OM 10-1-2
APP M
1 July 02

and processing traveler's claims for consideration. Performs functions of Transportation Officer.

dd. Manages the transportation of things for the NWD Region and Omaha District.

ee. Provides passenger transportation services on common carriers and rental car companies through either in-house travel services or by contract services for MRR and the District.

ff. Manages all corporate travel accounts for NWD Region Office and the District.

gg. Certifies the receipt of transportation services from contract travel agencies for NWD Region and the District and distributes costs back to individual offices.

hh. Exercises responsibility for movement of NWD Region and District headquarters personal property by commercial or internal means.

ii. Manage operation of the NWD aircraft and obtains authorization for all aircraft chartered by the NWD Region Office and the District.

jj. Performs maintenance management responsibilities as follows:

(1) Develops NWD Region and District Maintenance Plans in coordination with all office elements directly responsible for their respective equipment and personal property.

(2) Performs staff inspections of maintenance on all personal property, vehicles, heavy equipment, and floating plant up to 1500 gross tons (dredges), owned or leased that are not installed, fixed to, or real property.

(3) Formulates policies, plans, and program guidance of maintenance for personal property, floating plant, heavy equipment, and vehicles in coordination with responsible offices.

(4) Manages and monitors the command Army Oil Analysis Program (AOAP).

(5) Prepares technical specifications, drawings, and government cost estimates for service maintenance contracts. Assists field offices with the administration of these contracts.

(6) Prepares technical specifications for the acquisition of all Revolving Fund and project-owned floating plant, heavy equipment and vehicles. Establishes policy for the inspection, operation, maintenance, addition and betterments, repair, and replacement of this equipment.

(7) Furnishes technical assistance to NWD Region, District field offices and other District office elements on the preparation of technical specifications to contract for the use, lease, and hire of floating plant, heavy equipment, and vehicles.

(8) Performs bi-annual maintenance evaluation inspections, provides written reports, and makes corrective recommendations.

(9) Establishes and implements policies and administers the utilization program of GSA-leased, commercial rental and leased vehicles, and USACE owned vehicles. Manages motor vehicle fleet program, fleet replacement process, and determines vehicle replacement/disposal requirements.

(10) Reviews and evaluates PRIP vehicle and equipment requests submitted from District field offices and other District office elements and recommends priorities to the PRIP manager.

(11) Establishes plant rental rates for Revolving Fund owned floating plant, heavy equipment, and vehicles.

(12) Manages the Vehicle Information Management System (VIMS) and establishes policies and procedures for the FOA's Project VIMS.

(13) Establishes policies and procedures for the acquisition, maintenance, repair, and disposal of floating plant, heavy equipment and vehicles.

(14) Operates the administrative motor pool for the District and Missouri River Region, determines vehicle requirements, assigns vehicles, and prepares requests for vehicles.

OM 10-1-2
APP M
1 July 02

(15) Receives, reviews, and approves all GSA vehicle billings for payment.

(16) Receives, reviews, and approves payment for all authorized charges on the fuel credit cards.

(17) Monitors and verifies NWD Region and District motor vehicle and equipment licensing programs to ensure that all operators of government vehicles and equipment, are trained and have a valid license for the type of vehicle they are operating.

kk. Performs facilities and services management responsibilities as follows:

(1) Develops NWD Region and District facility and space management guidance and implements higher headquarters policies and procedures.

(2) Provides NWD Region and District guidance and standards for layout planning, decor and office environment, including furniture, carpet, drapery, and other furnishings.

(3) Receives, approves and processes requests for facility maintenance at NWD Regional headquarters and in the District headquarters, including custodial service, electrical utility moves, and structural alterations.

(4) Manages space for all District owned or leased facilities. Maintains records and reports on distribution and utilization of space. Reports space utilization at the NWD Region Office (Amount of space allocated at NWD Regional Headquarters and its utilization are the responsibilities of NWD, Directorate of Logistics.)

(5) Reviews procurement of NWD Region and District headquarters supplies and equipment for impact on facilities, floor loading, utilities, and work space requirements.

APPENDIX O

1. OFFICE OF COUNSEL.

- a. Provide legal, management, and policy advice and assistance to the Commander and all components of the District on questions and issues that have legal implications. This advice spans all district programs to include civil works, military construction, and hazardous, toxic, and radioactive waste (HTRW).
- b. Participates fully in all aspects of the acquisition process. This includes review of acquisition plans, justifications and approval documents, determination and findings, contract actions, delivery and task orders, and modifications to contracts and task orders. Assures compliance with applicable acquisition laws and regulations as well as the fiscal laws that are applicable to Government contracts.
- c. Investigates, recommends, and decides when appropriate the validity of claims both contractual and non-contractual. Regarding contractual claims appealed to one of the Boards of Contract Appeals, staff attorneys become the attorney of record and are responsible for all aspects of the case including discovery, witness preparation, trial presentation, cross examination, and post trial briefs. Regarding tort claims, the District Counsel has the authority to settle claims up to \$25,000.
- d. Provides legal advice on environmental issues regarding Omaha District programs and projects to include the preparation of environmental impact statements. In addition, advises the District Commander and his staff on matters dealing with Clean Water Act violations, Section 10 and 404 permit applications, and the filling of wetlands.
- e. Advises the District on the operation of civil works, projects. Matters include but are not limited to questions dealing with the authority to operate and maintain the projects, Native American concerns, jurisdiction of Indian tribes to regulate hunting and fishing on civil works projects, jurisdiction of Indian tribes to tax federal contractors working on former Indian reservation lands, and the transfer of project lands.
- f. Advises the District on general law issues such as the Freedom of Information Act, Ethics in Government, and fiscal issues arising out of District operations. Acts as labor counselor to the District providing legal advice on questions involving equal employment, employee grievances, and disciplinary actions. Advises on procurement fraud issues and on AR 15-6 investigations of employees.

OM 10-1-2

APP O

1 July 02

g. Advises the District on HTRW issues including the acquisition of site investigation and remedial action services and compliance with comprehensive Environmental Response Compensation and Liability Act (CERCLA), the Resource Conservation and Recovery Act (RCRA), and the Defense Environmental Restoration Program (DERP). Serves as the District lead office in representing the Department of Defense in potentially responsible party (PRP) actions on Formerly Used Defense Sites (FUDS). Analyzes DoD's participation at the site, determines DoD liability for remediation, and negotiates settlements based on an assessment of the Government's responsibility for the contamination.

h. Prepares applicable portions of command studies and plans in support of emergency, contingency, mobilization, general war, and development plans. Advises on legal issues that arise from these plans.

APPENDIX P

1. OPERATIONS DIVISION.

- a. Directs the operation and maintenance programs related to multipurpose dams, flood control projects, bank stabilization and navigation projects, natural resource management activities, Corps-operated local protection works, Department of the Army Permit Programs, environmental compliance, emergency management and mobilization activities, and other operating programs. Includes making on-site visits to the field for the purpose of evaluating the effectiveness of operations.
- b. Determines and schedules current and long-range operation and maintenance requirements for all projects and programs.
- c. Exercises direct supervision over the Regulatory, Technical Support, Management Support and Readiness Branches.
- d. Exercises direct supervision over the multipurpose project offices at Fort Peck, Garrison, Oahe, Big Bend, Fort Randall, Gavins Point, Tri-Lakes, and the Missouri River Project Offices.
- e. Advises the Commander and staff on matters dealing with operations and maintenance activities at civil works projects.
- f. As Program Manager of the Operations and Maintenance (O&M) General Appropriation Program, the Chief, Operations Division is responsible for managing the O&M General program for the District. Includes programming, budgeting, and reprogramming and execution of the program.
- g. Manages manpower full-time equivalency for the operations and maintenance appropriation according to budget guidance.
- h. Collaborates with the Resource Management Office on the final distribution of civil works personnel ceilings. Makes distribution of personnel ceilings within Operations Division, including the field offices.
- i. Serves as Career Program Manager for engineers and scientists of the Operations Division and operational field offices.

OM 10-1-2

APP P

1 July 02

j. Prepares applicable portions of command studies and plans in support of emergency, contingency, mobilization, general war, and development plans.

k. Maintains liaison with regional professional and trade organizations, industry, users, customers, and regional agencies.

l. Ensures consistent and thorough implementation of policy guidance, procedures, and programs as directed by higher authorities.

m. Manages and exercises supervision over the District's Emergency Management Program.

2. MANAGEMENT SUPPORT BRANCH.

- a. Initiates, plans, directs, coordinates, and executes programming, budgeting, and funds control operations involving development and scheduling of overall O&M, non-emergency FCCE, and Regulatory appropriations activity programs.
- b. Allocates funds to the District Office elements that expend O&M funds.
- c. Prepares and/or consolidates ENG Form 2101, Schedules of Obligations and Expenditures, ensuring a balanced program. Monitors program progress and determines causes for deviations from schedules and implements necessary program changes. Requests funding adjustments and furnishes explanations of significant deviations to Programs Management for upward reporting and use in quarterly CMR.
- d. In coordination with other functional elements, prepares civilian force configuration (FORCON) data comprising manpower requirements for O&M Regulatory and FCCE programs.
- e. Develops and manages a catalog of backlogged operation and maintenance work requests and catalog of future O&M requirements for use in O&M budgeting and outyear forecasting.
- f. Serves as District Program Manager for the Plant Replacement and Improvement Program.
- g. Provides staff assistance to all operations and maintenance project offices in all matters relating to programming, budgeting and funds control.
- h. Develops and distributes manpower full-time equivalents for Operations Division and all operations and maintenance field projects and monitors performance to ensure authorizations are not exceeded.
- i. Compiles and provides to higher authorities O&M performance indicator statistics.
- j. Maintains and supervises the maintenance of Operations O&M and Revolving Fund capital acquisition records.
- k. Formulates, defends and executes Operations Division Operating Budget.

OM 10-1-2

APP P

1 July 02

l. Quarterly reviews balances of Operations Division indirect revolving fund accounts to ensure nominal balances are achieved at end of fiscal year.

m. Prepares annual Power Repayment Study and serves as coordinator and advisor to Western Area Power Administration for project cost allocations.

n. With F&A Branch, conducts joint reviews of unliquidated obligations.

o. Responsible for determining the amount of funds stated in operation and maintenance contracts having continuing funding provisions. Prepares notices to Programs Management Office for preparation of formal notice to contractors of increases or decreases in amount of funds available for payment.

p. Provides oversight of project offices' funds management.

3. TECHNICAL SUPPORT BRANCH.

a. Provides staff oversight, guidance, and assists operations managers in the operation and maintenance of the six mainstem Missouri River Projects with hydroelectric power plants and switch yards, twenty-one multi-purpose flood control Dams and Reservoir Projects, and associated water regulating structures, natural resources, recreation and cultural resources which includes providing technical recommendations to the Chief of Operations Division.

b. Guides the maintenance and repair program for the electrical, electronic, and mechanical equipment and systems at these projects. Manages District Project Support Teams to accomplish needed O&M activities.

c. Assists Operations Managers and Lake Manager in staffing, training, and labor relations for all employees. Provides technical assistance to the Civilian Personnel Advisory Center (CPAC) on personnel and labor relations matters.

d. Develops and directs the hydroelectric power plant training program for the power plant employees.

e. Responsible for the overall direction of the District radio communications facilities, which includes the O&M of HR, VHF, and UHF radio systems.

f. Directs and administers the Environmental Compliance Program and the HTRW program of field offices to ensure compliance with current laws and regulations.

g. Precision Measurement Equipment Laboratory (PMEL) Coordinator for the District.

h. Establishes policy, develops programs, and exercises staff oversight over the protection, enhancement, and controlled use of the natural resources on Corps of Engineers administered land and water.

i. Establishes policy and provides oversight of programs for an effective recreation program for fee and non-fee use on Corps of Engineers administered land and water.

j. Represents the Omaha District in meetings and conferences with Federal, State, and local public agencies on recreational and natural resource problems.

OM 10-1-2

APP P

1 July 02

k. Provides staff oversight and guidance over all operation and maintenance activities for hydroelectric generation facilities.

l. Establishes policy and provides guidance to field offices on the operation and maintenance of project buildings, grounds, utilities, waterways, and other permanent project facilities.

m. Manages the implementation of Operation Division's portion of the Dam Safety Program. Reviews compliance with instrumentation and surveillance procedures and adequacy and timeliness of instrumentation reports. Determines adequacy of procedures, plant, and work force to respond to dam emergencies, and implements plans to assure compliance with the program. Assists projects when dam problems occur by providing the lead in developing with Engineering Division the solution to the problem. Performs annual safety inspections of dam structures and all other features of the mainstem Missouri River multipurpose projects and all other flood control projects within the District boundaries. Annually provides specific training to project personnel on those dam safety problems not covered during Engineering Division's quadrennial training program. Every five years participates in the periodic inspection of these projects with Engineering Division, MRR, and HQUSACE personnel.

n. Establishes policy and provides guidance on operation and maintenance to field offices for navigable channels, navigation aids, river and harbor structures, flood control structures, dredging, and other O&M river work.

o. Establishes inspection of completed works programs and monitors performance of Public Law 84-99 inspections by project personnel. Furnishes technical assistance and coordinates actions with field offices to solve special problems, which arise.

p. Establishes inspection programs and monitors performance by field office personnel and helps furnish technical assistance to local sponsors on federally constructed flood control projects and Section 14 emergency repairs. Coordinates with field office to evaluate proposed alterations or encroachments to these projects and update as-built drawings.

q. Manages, coordinates and schedules ERGO assessments, prepares reports, participates in assessments and ensures compliance with follow-up inspection program.

r. Natural Resources Management (OD-TN) Section

(1) Provides staff oversight, guidance, and service to Operations Managers for the natural resources, recreation and cultural resources program which includes providing recommendations to the Chief, Operations Division.

(2) Monitors in-house resource manager training program and develops and monitors ranger training programs to insure subjects are related to the Natural Resources Management Program.

(3) Coordinates with planning, real estate and safety elements to develop and implement Operational Management Plans, Cultural Resources Management Plans, and Master Plans.

(4) Assures that a natural, parks/recreation resource oriented approach to hiring is adopted at all levels in the District and Field Natural Resources Sections.

(5) Assists Operations Managers and Lake Managers to develop programs that inform the public of the Corps' natural resource management program.

(6) Responsible for the Natural Resources Management System (NRMS) and the Project Visitation Reporting System.

(7) Provides guidance to Operations Managers and Lake Managers to implement an effective recreation program for fee and non-fee use areas.

(8) Determines when brochures and boating and recreation maps are to be updated. Assists in preparation of project brochures. Furnishes information to Defense Printing. Provides PAO information for news releases and speeches concerning recreation and natural resource management activities and reviews same for factual accuracy.

(9) Coordinates the Operation Division's Interpretive Program. Provides direction and technical guidance to project managers in planning, designing, and developing interpretive structures, areas, and materials.

(10) Manages the Special Recreation User Fees (SRUF) Program, recommends work items, assists field offices in revising and updating project funding levels.

OM 10-1-2
APP P
1 July 02

(11) Manages the overall visitor assistance program for effectiveness and cooperation with State officials and the Federal magistrates. Reviews and submits reports on Title 36 violations and is responsible for ranger badge control and citation authority program.

(12) Monitors field element programs for off-road vehicles (ORV) and personal watercraft use of project lands and waters.

(13) Develops project master plans, updates, and supplements with input from engineering, real estate, and planning elements and all Federal, State, Tribal, and local governmental entities with a direct interest in the particular project as required. Develops and monitors the annual Master Plan budget.

(14) Manages District safety and handicapped accessibility programs on completed water resource projects.

(15) Develops and monitors the private exclusive use program in the District.

(16) Manages consolidation of recreation area programs.

(17) Provides program oversight on gate attendant contracts and law enforcement cooperative agreements.

(18) Ensures that cultural and historical properties on project lands are protected and managed to meet Federal and State statutes. Coordinates with all aspects of project operations for compliance with cultural and historic requirements and confirms these elements are included in master plans.

(19) Assists Real Estate and projects in performing specified compliance inspections.

(20) Guides natural resources planning, development, and management of lands and water of the water resource projects.

(21) Provides technical guidance to field elements in pesticide use programs.

(22) Provides technical aid to project elements in the management of wildlife and natural resource programs consistent with project master plans, operational management plans (OMP's), NEPA, and mitigation plans. Makes leasing recommendations to meet natural resource management goals.

(23) Provides oversight of project office compliance inspections of natural resource management (agricultural and grazing) leases.

(24) Oversees the encroachments program.

(25) Annually coordinates the projects' review of lands, building, and minerals, hay and other natural resources for proper utilization and makes recommendations for possible disposal, as needed.

(26) Recommends availability of lands for disposal through both normal and Executive Order 12348 review processes.

(27) Provides technical guidance and oversight for the implementation of the vegetative management and wildlife stewardship program of the Omaha District including the development and supervision of large planning and work contracts with Federal, State, and local agencies.

(28) Assists the Operations Manager in determining the availability of project lands for outgranting for any purpose.

(29) Develops, coordinates and supervises research contracts for all areas of natural resource management.

(30) Coordinates the program for project survey and monumentation at water resources projects.

(31) Coordinates Geographical Information System (GIS) programs between field offices and the GIS office.

(32) Oversees the Threatened and Endangered species program and ensures compliance with Biological Opinions, Federal laws and polices on all project lands.

OM 10-1-2
APP P
1 July 02

s. Maintenance Engineering Section.

(1) Provides staff guidance, oversight, and assists Project Technical Support Section in the maintenance and operation of the projects. Makes recommendations to Chief, Operations Division.

(2) Conducts annual and periodic inspections of multipurpose flood control project embankments/structures facilities.

(3) Participates with Construction Division and field offices in final contract inspections prior to the transfer of completed flood control projects to local sponsors.

(4) Administers the Omaha District Civil Works Energy Conservation Program. Establishes policy on matters pertaining to building temperatures, energy conservation measures, and energy reduction goals.

(5) Prepares reports on matters pertaining to commercial navigation and energy generation statistics.

(6) Prepares technical specifications, drawings, and Government cost estimates for maintenance contracts and small purchases/requisitions. Assists field offices with the administration of these contracts.

(7) Provides staff guidance and permits for the District Underwater Diving Program.

(8) Makes routine inspections and observations of the operation and maintenance of the electrical, electronic, and mechanical equipment and systems at these projects.

(9) Assists and participates with the Projects' Technical Support Section in the preventive maintenance and diagnostic tests required for the equipment at these projects.

(10) Assists in the determination of the operational adequacy and establishes operating criteria and limits for the equipment at these projects.

(11) Coordinates power plant outages with all projects and the Reservoir Control Center

(12) Coordinates power plant operational issues with CENWD and the Western Area Power Administrator, Watertown System Area Dispatch Center.

(13) Assists Project Technical Support Section in performing the engineering tasks necessary for the routine installation, testing, and acceptance of new equipment or the modifications to existing equipment at these projects.

(14) Provides staff oversight and guidance for O&M management of project (including power plant) related/installed electronic equipment and systems.

(15) Responsible for staff oversight of the O&M of hydroelectric power plant mechanical, electrical, electronic, and instrumentation and control equipment.

(16) Provides the following electronics maintenance support functions for the District/ MRR:

(a) Consultant services for special requirements including procurement, design, fabrication, operation, and maintenance of electronic equipment maintenance.

(b) Support service for miscellaneous electronic equipment maintenance.

(17) Operates the Electronics Maintenance Support Shop for the repair, design, fabrication, modification, and/or maintenance of communication-electronic equipment on a reimbursable basis.

(18) Provides technical assistance and support to the District Radio Communications Center.

(19) Provides emergency communication systems for MRR and the Omaha District during natural and national disasters.

(20) Precision Measurement Equipment Laboratory (PMEL) Coordinator for the District.

(21) Provides centralized software support for the Missouri River Power Plant Control System.

(22) Administers the District Pressure Vessel Inspections Program. This includes the inspection and testing of pressure vessels in the Omaha area, the evaluation of testing procedures at field offices, and the issuance of MRO Form 1355, Inspection of Boiler and Pressure Vessel Certificates, for all pressure vessels in the District.

OM 10-1-2

APP P

1 July 02

(23) Serves as project manager for small O&M contracts that are designed in-house by Engineering Division or designed by NPD's Hydroelectric Design Center.

(24) Monitors vehicle utilization for Operations Division.

(25) Provides technical assistance and oversight for the Doble Test and Crane Testing programs.

4. REGULATORY BRANCH.

a. Plans, directs, and coordinates all functions of the branch in administering the Corps of Engineers Regulatory Permit Program for Section 10 of the River & Harbor Act of 1899 and Section 404 of the Clean Water Act. Ensures that the regulatory program is directed toward improving and enhancing the physical, biological and chemical integrity of the nation's water resources and that regulated activities in these waters are in the best interest of the people, considering environmental, social and economic concerns for Montana, North Dakota, South Dakota, Nebraska, Wyoming, and the northeast area of Colorado.

b. Serves as the Regulatory program manager and primary advisor to the District Commander regarding regulatory issues and policy in the District.

c. Prepares budget and controls expenditures for the District's regulatory program.

d. Field Support and Analysis Section.

(1) Provides GIS support for the Regulatory and Operation Division's mission.

(2) Provides a Regulatory Enforcement Program pursuant to Sections 10 and 404. Assists the State Program Manager with enforcement actions. Prepares administrative orders and assesses administrative penalties, and testifies in Federal Court as expert witness on enforcement cases.

(3) Serves as the District's center of expertise for wetlands. Develops, trains, and maintains the technical competency of the field staff. Assists State offices in verifying wetland functions and values.

(4) Initiates actions to implement directives from higher headquarters to ensure the effective, efficient and consistent application of the regulatory program, including the development of the application of the regulatory policy.

(5) Determines the extent of the nation's navigable waters (i.e., conducts navigability studies).

(6) Contracts for work, which is in excess of that which could be completed with in-house labor.

OM 10-1-2
APP P
1 July 02

(7) Identifies District regulatory issues where consistent policy is required. Prepares District regulatory policy consistent with headquarters guidance.

(8) Supports state offices in evaluating permit applications. Solicits comments from other Federal agencies, State agencies and the general public. In consultation with Planning Branch, will determine need for an Environmental Impact Statement (EIS), and will oversee Planning Branch's preparation of any EIS. Makes decisions regarding the permit application, including establishing permit conditions.

e. Regulatory State Offices.

(1) Within assigned geographical area, ensures that the regulatory program is directed toward improving and enhancing the physical, biological and chemical integrity of the nation's water resources and that regulated activities in these waters are in the best interest of the people, considering environmental, social and economic concerns.

(2) Accepts Department of the Army permit applications in accordance with 33 CFR, Parts 320-330. Solicits comments from other Federal agencies, State agencies, and the general public on permit applications. Reviews and evaluates all comments received from other agencies and the public and makes all decisions regarding the permit application, including whether to issue a permit and determine which conditions to incorporate that are recommended by other agencies.

(3) In consultation with Planning Branch, will determine need for EIS. In consultation with District's Regulatory Office, will determine need for public hearings on permit applications. Conducts public hearings. Reviews EIS prepared by other agencies where the EIS covers Corps regulated activities and coordinates review with Planning Branch, and adopts such EIS for regulatory decisions.

(4) Verifies whether projects are in compliance with the terms and conditions of nationwide permits issued by HQUSACE, or regional general permits.

(5) Enforces permit conditions that have been included in all Department of the Army permits. Enforces the various statutory authorities of the Corps' Regulatory Program where there are unauthorized activities. Where necessary, develops litigation reports for referral of cases to the Department of Justice and testifies in Federal Court as expert witness on enforcement cases.

(6) Conducts program awareness activities including talks, public outreach and routine surveillance of waterways within assigned geographical area.

(7) Controls expenditures for the State Offices and provides input for the yearly budget.

(8) Develops and administers Regional general permits for a category of activities when those activities are similar in nature and cause only minimal individual and cumulative environmental impacts or in order to avoid unnecessary duplication of regulatory control provided by another Federal, State, or local agency provided the environmental consequences of the actions are individually and cumulatively minimal.

(9) Within assigned area, determines the geographic extent of jurisdiction for the various regulatory authorities under which the Corps of Engineers has regulatory authority and communicates these limits to the applicant. Counsels potential applicants concerning permitting procedures and requirements.

(10) Initiates action to implement directives from higher headquarters and/or directed towards the effective, efficient and consistent application of the regulatory program.

5. READINESS BRANCH.

a. Serves as the primary advisor to the District Commander and District staff on all activities pertaining to USACE emergency preparedness and response activities. Advises the Commander on policy applicability, project eligibility, operational procedures, responsibility, and program requirements for improving readiness posture concerning emergency activities pursuant to public laws, regulations, and disaster assistance authorities of other Federal agencies.

b. Exercises staff supervision and coordination of District operation in support of USACE emergency management program and provides staff assistance and advice to the District Commander for accomplishing management of operational responsibilities in accordance with policies and objectives established in pertinent regulations.

c. Serves under the supervision of the Commander when the Emergency Operations Center (EOC) is activated or during potential and actual emergency situations for which emergency authorities and appropriations are exercised. Will request authorities and funds, coordinate and direct emergency related activities.

d. Ensures that there is effective and efficient use of resources; that funds are used only for the purpose specified; and that technical restrictions are not violated.

e. Evaluates Division, State, and local emergency response agencies' policies, regulations directives, and plans. Recommends and coordinates changes and modifications to enhance district support. Develops District requirements and policies to ensure effective District operations.

f. Develops command policies for the Commander, determines District-wide requirements, and develops operational plans in accordance with Division and USACE policy for emergency activities.

g. Represents, as appropriate, the District Commander in conferences with Federal, State, and local governments, and general public in matters concerning emergency preparedness and operation to coordinate, negotiate, and formulate emergency support requirements and services to be provided by the District.

h. Ensures the District EOC is maintained in a high degree of readiness and is prepared to commence immediately during a potential or emergency situation to provide rapid coordination among operational staff elements and other emergency agencies to facilitate expedited staff actions for data collection, situation analysis, command decisions, and dissemination of those decisions.

i. Serves as primary District point of contact, during duty and non-duty hours, for all aspects of emergency activities; receives requests/mission assignments from Division, State, and local agencies; keeps the District Commander apprised of natural disaster and national emergency activities in the District.

j. Formulates recommendations for the District Commander for development of monitoring processes for assessing the District emergency program performance, progress, command objectives, and mission trends. Prepares and submits reports as required.

k. Formulates and determines District-wide requirements for the emergency management program including natural disasters, hazard mitigation, oil and hazardous material spills, civil disturbances, HTRW accidents and operations mobilization, an continuity of operational planning.

l. Exercises staff supervision, training, and coordination of the preparation and execution of natural disaster operations in support of USACE authorities and other Federal agency programs. Coordinates District activities to assure that District emergency program activities are performed in accordance with established USACE and Division policies and procedures. Prepares required documents. Establishes procedures and resource requirements for District-wide emergency operations. Supports the Division/Region on the Interagency Levee Taskforce as requested.

m. Establishes and maintains liaison with military, Federal agencies, State and local governments, and other organizations as required for effective execution of emergency activities. Assists District offices in obtaining resources when required. Approves funding for activities within the obligational limits delegated to the District. Monitors funding to assure the District is within delegated obligational authorities. Requests funding from higher authority when additional funding, outside the District Engineer's monetary authorities, is needed for emergency activities.

n. Exercises staff supervision of all mobilization related activities; formulates, coordinates, and directs staff input to the District mobilization plan; finalizes and issues District mobilization plan; coordinates mobilization actions with supporting districts in accordance with negotiated memorandum of understanding and installations with mobilization construction requirements; provides staff supervision and leadership for District participation in mobilization related exercises; forecasts and monitors funding and expenditures for mobilization planning and exercises.

o. Exercises staff supervision of Continuity of Operations Planning (COOP) requirements; formulates, coordinates, and directs staff input to the District COOP; finalizes and issues the District COOP; recommends Emergency Operations Center staffing; assures the readiness of Emergency Relocation Site; develops, coordinates, and conducts training in support of the COOP; receives and takes appropriate action on DEFCON notification; ensures the DEFCON readiness is attained by all elements of the District.

p. Provides support to Division Hazard Mitigation Program relative to the concepts and intent of the Interagency Agreement for Flood Hazard Mitigation for all disaster-related activities.

q. Serves as primary point of contact, support, and coordination for the Individual Ready Reserve Program.

r. Manages the District program for inspection of non-Federal flood control works. Ensures that District inspection program is conducted in compliance with established policy and procedures.

6. MAIN STEM PROJECT OFFICES (O&M). Includes, Garrison, Oahe, Big Bend, Fort Randall, and Gavins Point. Authority is by permanent order.

a. Provides direction and management on all operations and maintenance activities within the area of responsibility. Responsible for management of all project funds control, program development and execution, and human resources assigned to their project.

b. The power plants at Garrison, North Dakota; and Big Bend, Fort Randall, Oahe, Gavins Point, South Dakota:

(1) Manage the on-site operation of the power plant, switchyard, and associated water control structures; analyze, upgrade or write operational procedures and methods for adequacy to meet power system requirements, equipment efficiency, and safety requirements; and coordinate operating requirements and scheduling with MRR Reservoir Control Center, Western Area Power Administration (WAPA), and the District Office.

(2) The Omaha District power plants have a Power Plant Control System (PPCS) which is a computer system used to monitor and control operation of the power plants. Power Plants are normally monitored and controlled by the local project operators through the PPCS. In the PPCS back-up mode, all plants except Gavins Point can be remotely monitored and controlled by the Gavins Point senior operators through the REHAC located at Gavins Point Power Plant.

(3) Provide power plant hydraulic, meteorological, and power production reports and operating statistics. Maintain power plant operating and maintenance records, including O&M manuals.

(4) Manage the field implementation of the Hydroelectric Power Plant Training Program.

(5) Implement the power plant safety program with emphasis on safe clearance procedures, EM 385-1-1 and EM 385-1-31.

c. Exercises direct supervision over the O&M Hydropower Section, Natural Resources Section, Technical Support Section, and Administrative Support personnel.

OM 10-1-2

APP P

1 July 02

d. Update and implement the Contingency Plan for Emergencies, as detailed in chapter eight of the Operation and Maintenance Manual. Performs monthly dam safety inspections.

e. Bears responsibility for all aspects and functions related to the Corps' power plant, dam operations, historic and archaeological resources, HTRW and maintenance, natural resources recreation, and other activities within the area of responsibility.

f. Serves as contracting officer's representative (COR) as designated by letter.

g. Administers and performs supervision and inspection on all service contracts and on construction contracts specifically assigned.

(1) Provides engineering opinion as to requirements of plans and specifications.

(2) Provides COR action on all Category II submittals.

(3) Coordinates all modification actions and documents modification file.

(4) Prepares Government estimates for modifications when required.

(5) Supports Contracting Division and Construction Division during negotiations for modifications with the prime contractor in accordance with assigned authority.

(6) Prepares monthly pay estimates for each contract.

(7) Verifies all contractors' weekly payrolls and conducts on-the-job interviews.

(8) Reviews contractors' claims. Submits findings to the District office.

(9) Provides for budget formulation and projection of construction work placement.

(10) Reviews and conducts plan-in-hand surveys with customers and Engineering Division personnel.

(11) Reviews, corrects, and submits to the District Office the as-built drawings.

- (12) Monitors contractors' bar charts and network analysis system.
- (13) Prepares performance orders for indefinite delivery construction contracts.
- (14) Prepares Construction Contractor Appraisal Support System (CCASS) for all contracts administered by the Project Office.
- h. Determines current and long-range operations, maintenance, and repair requirements and reduces these to budgetary request for submission to and consideration by the Chief, Operations Division.
- i. Promotes good customer relations with local, State, and Federal officials and agencies.
- j. Provides technical and administrative assistance to other project personnel.
- k. Provides office administrative support which includes, but is not limited to, correspondence, mail, records management, travel orders, document security, safety, fire prevention, and security requirements for all office functions.
- l. Processes, coordinates, and monitors all office personnel action requests and verifies manpower full-time equivalency utilization.
- m. Provides for purchasing and small contract procurement for the office.
- n. Designated as senior official in charge of physical security and mobilization plans and is responsible for security of power production and water control structures, buildings, and facilities.
- o. Manages the project HTW program and is the Oil & Hazardous Spill On-Scene Coordinator for clean up activities. Coordinates all environmental issues with the Federal EPA, State Department and Operations Division concerning HTRW issues. Ensures environmental compliance, including ERGO, at the project site.
- p. Manages all water releases and power production and ensures directives from NWD-MRR reservoir control center are met.
- q. Serves as the District Engineer's field representative and person in charge during emergencies affecting the structural integrity of powerplants, dams and associated flood control facilities.

OM 10-1-2

APP P

1 July 02

- r. Manages the project's Maintenance Management System.
- s. Determines current and long-range operations, maintenance, and repair requirements and reduces these to budgetary request for submission to and consideration by the Chief, Operations Division.
- t. Manages and coordinates assigned regulatory responsibilities in conjunction with the Corps of Engineers permit program on project lands.
- u. Promotes good customer relations with local, State and Federal officials and agencies.
- v. Executes the Contingency Plan for Emergencies as detailed in chapter 8 of the Operation and Maintenance Manual. Consults with and assists the District's Dam Safety Officer in the development of standards, policies, and procedures related to the safety evaluation of structures. Performs monthly inspections of the dam embankments to assure structural integrity. Directs the collection analysis, and reporting of structural behavioral data and geological data from various types of monitoring and surveillance instruments located within the dam and associated structures. In case of emergency, implements the Contingency Plan for Emergencies.
- w. Serves as the District Engineer's field representative and person in charge of natural disasters occurring within geographic area assigned.
- x. Serves as person in charge for National Defense activities (including terrorist activities), mobilization activities and exercises. Includes management of classified security documents and supervision of overall public security, project security and law enforcement.
- y. Hydropower O&M Section.
 - (1) Performs a comprehensive maintenance and repair program for the power plant, switchyard, and associated water control hydraulic structures, recreation facilities, flood control, and other miscellaneous project maintenance.
 - (2) Performs a variety of test and inspection programs which determine adequacy and operational availability of large, complicated, and expensive hydroelectric machines, equipment, and structures.

(3) Performs the installation of new equipment and/or modification of existing equipment; reviews design memorandums, plans and specifications for adequacy and conflicts with existing equipment and systems; on contract work, provides inspection testing services to determine compliance with mechanical and electrical provisions of the contract. This includes support to other project functions such as recreational, flood control, natural resources and project maintenance facilities.

(4) Performs the operation, maintenance, and repair of the project communications facilities including radio, power line carrier, telephone systems, and other miscellaneous systems

z. Natural Resources Management Section.

(1) Serves as the lake manager and point of contact on all functions related to the Corps' operation and maintenance activities concerning land and water resources and recreation programs including natural, developed, historic and archaeological resources.

(2) Administers and performs supervision and inspection on all service contracts and on construction contracts specifically assigned.

(3) Provides natural resources and recreation resources management and stewardship of all project lands and waters including planning and implementation.

(4) Provides contract administration for operation service contracts such as mowing, cleanup, waster disposal, tree care, and pesticides. This includes preparation of specifications and plans for submittal to the District Office.

(5) Manages the development of the provisions and makes recommendations relative to real estate outgrants and performs compliance inspections of outgrants, easements, and permits.

(6) Manages the fee collection program at recreation area campgrounds.

(7) Develops and administers lakeshore management programs including the issuance of floating facility permits and land use permits.

(8) Executes the cultural resource program. Reviews and monitors all actions which may affect cultural resources to assure local, State, and Federal guidelines and regulations are not compromised. Conducts surveys and investigations.

OM 10-1-2

APP P

1 July 02

(9) Performs routine patrols of project land and water to detect illegal use of resources. Enforces provisions of the Title 36 citation program.

(10) Coordinates and administers law enforcement and project security contracts and programs with local, State, and Federal officials.

(11) Acts as coordination element for the Corps on natural resources management activities with local and State officials in the areas of pest control, project fire and water safety, recreation programs including park and recreation leases, and interpretive programs, and fish and wildlife activities.

(12) Provides field data to District office and local and State officials in the areas of pest control, project fire and water safety, recreation programs including park and recreation leases and interpretive programs, and fish and wildlife activities.

(13) Provides field data to District office for use in water quality sampling, the natural resources management systems report, preparation of environmental assessments, drafting of project master plans and operational management plans, inventory of recreation facilities, reports of visitation statistics, annual reports, and preparation/revisions of project brochures.

(14) Provides recreation management on all assigned areas and projects.

(15) Coordinates Section 10 and 404 applications, environmental assessments, and performs inspections during and upon completion of permitted activities. Performs preliminary investigations of suspected program violations.

(16) Implements threatened and endangered species management.

aa. Technical Support Section.

(1) Maintenance.

(a) Provides management and inspection of all facilities and assists in the preparation of maintenance and service contracts and administers contracts for work on project lands, building, utilities, vehicles, heavy equipment, and floating plant. Includes preparation of plans and specifications for small maintenance contracts and preparation of Government estimates.

(b) Inspects all maintenance and service contracts except for those noted under Natural Resources Management Section.

(c) Performs routine inspections and assists District office personnel in the annual and periodic inspections of the main dam embankments, powerhouses, spillways and the dam outlet works structure, intake structures, and all appurtenant structures. Implements corrective measures.

(d) Performs inspections and assists District office personnel in the periodic inspections of river structures and local flood protection projects turned over to sponsors. Reports results of the annual inspections to the Chief, Operations Division.

(e) Monitors instrumentation, makes observations and monitors records data from instruments installed in structures and embankments used to determine structure movement, subsurface strata movement, pore pressure, relief well flows, etc. Forwards data to the District Office.

(f) Provides meteorological data in report form to both the National Weather Service and Engineering Division, Hydrologic Engineering Branch, Hydrology and Meteorology Section.

(g) Support the Operations Manager in providing technical oversight of the operation and maintenance activities for the power plant, switchyard, water control structures, the dam and embankment, and the associated buildings, grounds, recreational facilities, roads and utilities. This includes oversight of the project's maintenance management system.

(h) Manages inspection of completed works and HTRW and ERGO programs at the project.

(i) Identification of maintenance requirements, especially power plant and dam structures.

7. MAINSTEM PROJECT OFFICE, FORT PECK MONTANA

- a. Provide direction and management on all operations and maintenance activities within the area of responsibility.
- b. Exercises direct supervision over the Power Plant Hydropower and O&M Branch.
- c. Provides support to the lake manager for the Contingency Plan for Emergencies, as detailed in Chapter 8 of the Operation and Maintenance Manual. Also given: Provides support to lake office in the event of a dam safety emergency. Performs monthly dam safety inspections.
- d. Serves as the initial point of contact on all functions related to the Corps' power plant and dam operations and maintenance activities within the area of responsibility.
- e. Serves as Contracting Officer's Representative (COR) as designated by letter.
- f. Administers and performs supervision and inspection on all service contracts and on construction contracts specifically assigned.
 - (1) Provide engineering opinion as to requirements of plans and specifications.
 - (2) Provides COR action on all Category II submittals.
 - (3) Coordinates all modification actions and documents modification file.
 - (4) Prepares Government estimates for modifications when required.
 - (5) Negotiates all changes with the prime contractor.
 - (6) Prepares monthly pay estimates for each contract.
 - (7) Verifies all contractors' weekly payrolls and conducts on-the-job interviews.
 - (8) Reviews contractors' claims and issues field change order or denial. Submits findings to the District Office.
 - (9) Provides for budget formulation and projection of construction work placement.

OM 10-1-2

APP P

1 July 02

(10) Reviews and conducts plan-in-hand surveys with customers and Engineering Division personnel.

(11) Reviews, corrects and submits to the District Office the as-built drawings.

(12) Monitors contractors' bar charts and network analysis system.

g. Determines current and long-range operations, maintenance, and repair requirements and reduces these to budgetary request for submission to and consideration by the Chief, Operations Division.

h. Promotes good customer relations with local, State, and Federal officials and agencies.

i. Provides technical and administrative assistance to other project personnel and to the Lake Manager as required.

j. Provides office administrative support which includes, but is not limited to, correspondence, mail, records management, travel orders, document security, safety, fire prevention, and security requirements for all office functions.

k. Provides for the development and execution of all appropriated funds assigned and utilized at the project.

l. Processes, coordinates, and monitors all office personnel action requests and verifies manpower full-time equivalency utilization.

m. Provides for purchasing and small contract procurement for the office.

n. Designated a senior official in charge of physical security and mobilization plans and is responsible for security of power production and water control structures.

o. Manages the Project HTW program and is the Oil & Hazardous Spill On-Scene Coordinator for clean up activities. Coordinates all environmental issues with the Federal EPA, State Department and Operations Division concerning EPA activities.

p. Manages all water releases and power production and ensures directives from MRR reservoir control center are met.

q. Serves as the District Engineer's field representative and person in charge during emergencies affecting the structural integrity of power plants, dams and associated flood control facilities.

r. Manages the project's HTW program and the project's Management System.

s. Power Plant Maintenance Branch.

(1) Manages a comprehensive maintenance and repair program for the power plant, switchyard, and associated water control hydraulic structures. This includes assistance to other project functions such as recreation, flood control, and other miscellaneous project maintenance.

(2) Manages a variety of test and inspection programs which determine adequacy and operational availability of large, complicated, and expensive hydroelectric machines, equipment, and structures.

(3) Manages the installation of new equipment and/or modification of existing equipment; reviews design memorandums, plan, and specifications for adequacy and conflicts with existing equipment and systems; on contract work, provides inspection testing services to determine compliance with mechanical and electrical provisions of the contract. This includes assistance on other project contracts such as recreational, flood control, and project maintenance facilities.

(4) Manages the operation, maintenance, and repair of the project communication facilities including radio, power line carrier, telephone carrier, telephone systems, and other miscellaneous systems.

t. Power Plant Operations Branch.

(1) The power plants at Fort Peck, Montana:

(a) Manage the on-site operation of the power plant, switchyard, and associated water control structures; take over direct operational control of this equipment from the Gavins Point Senior Controllers as required by operational equipment limitations or in emergencies; analyze, upgrade or write operational procedures and methods for adequacy to meet power system requirements, equipment efficiency, and safety requirements; and coordinate operating requirements and scheduling with REHAC, NWD-MRR Reservoir Control Center, Western Area Power Administration (WAPA), and the District Office.

OM 10-1-2

APP P

1 July 02

(b) Provide power plant hydraulic, meteorological, and power production reports and operating statistics. Maintains power plant operating and maintenance records, including O&M manuals.

(c) Manage the field implementation of the Hydroelectric Power Plant Training Program.

(d) Implement the power plant safety program with emphasis on safe clearance procedures, EM 385-1-1 and EM 385-1-31.

8. MAINSTEM LAKE OFFICE (O&M). Fort Peck Lake Office.

- a. Serves as the initial point of contact on all functions related to the Corps' operation and maintenance activities concerning land and water resources and recreation programs.
- b. Administers and performs supervision and inspection on all service contracts and on construction contracts specifically assigned.
- c. Determines current and long-range operations, maintenance, and repair requirements and reduces these to budgetary request for submission to and consideration by the Chief, Operations Division.
- d. Manages and coordinates assigned regulatory functions in conjunction with the Corps of Engineers permit Program on or off project lands.
- e. Promotes good customer relations with local, State, and Federal officials and agencies.
- f. Serves as Contracting Officer's Representative (COR) as designated by letter.
- g. Executes the Contingency Plan for Emergencies, as detailed in Chapter 8 of the Operation and Maintenance Manual. Consults with and assists the District's Dam Safety Officer in the development of standards, policies, and procedures related to the safety evaluation of structures. Performs monthly inspections of the dam embankments to assure structural integrity. Directs the collection, analysis, and reporting of structural behavior data and geological data from various types of monitoring and surveillance instruments located within the dam and associated structures. In case of emergency, implements the Contingency Plan for Emergencies.
- h. Provides office administrative support which includes, but is not limited to, correspondence, mail, records management, travel orders, document security, safety, fire prevention, and security requirements for all office functions.
- i. Provides for the development and execution of all appropriated funds assigned and utilized at the project.
- j. Processes, coordinates, and monitors all office personnel action requests and verifies manpower full-time equivalency utilization.

OM 10-1-2
APP P
1 July 02

- k. Provides for purchasing and small contract procurement for the office.
- l. Manages and provides for the physical security of buildings and facilities for which assigned basic O&M responsibility.
- m. Serves as the District Engineer's field representative and person in charge of natural disasters (excepting dam emergencies) occurring within geographic area assigned.
- n. Serves as person in charge for national Defense activities (including terrorist activities), mobilization activities and exercises. Includes management of classified security documents and supervision of overall public security, project security and law enforcement.
- o. Natural Resources Management Branch.
 - (1) Provides for resource management of all project lands and waters including planning and implementation.
 - (2) Provides contract administration for operation service such as mowing, cleanup, waste disposal, tree care, and pesticides. This includes preparation of specifications and plan for submittal to the District Office.
 - (3) Participates in the development of the provisions and makes recommendations relative to real estate outgrants and performs compliance inspections of outgrants, easements, and permits.
 - (4) Manages the fee collection program at recreation area campgrounds.
 - (5) Develops and administers lakeshore management programs including the issuance of floating facility permits and land use permits.
 - (6) Executes the cultural resource program. Reviews and monitors all actions which may affect cultural resources to assure local, State, Federal guideline and regulations are not compromised. Conducts surveys and investigations.
 - (7) Performs routine patrols of project land and water to detect illegal use of resources. Enforces provisions of the Title 36 citation program.

(8) Coordinates and administers law enforcement and project security contracts and programs with local, State, and Federal officials.

(9) Acts as coordination element for the Corps on natural resources management activities with local and State officials in the areas of pest control, project fire and water safety, recreation programs including park and recreation leases and interpretive programs, and fish and wildlife activities.

(10) Provides field data to District Office and local and State officials in the areas of pest control, project fire and water safety, recreation programs including park and recreation leases and interpretive programs, and fish and wildlife activities.

(11) Provides field data to District Office for use in water quality sampling, the natural resources management systems report, preparation of environmental assessments, drafting of project master plan and operational management plans, inventory of recreation facilities, reports of visitation statistics, annual reports, and preparation/revisions of project brochures.

(12) Provides recreation management on all assigned areas and projects.

(13) Coordinates Section 10 and 404 applications, environmental assessments, and performs inspections during and upon completion of permitted activities. Performs preliminary investigations of suspected program violations.

p. Lake Maintenance and Construction Branch.

(1) Maintenance.

(a) Provides management, inspection maintenance, repair, and operations of all activities associated with building, public facilities, roads, water treatment and other utilities, land and floating plant, and other miscellaneous equipment. Supports Project Engineer and power plant maintenance upon request.

(b) Assists in the preparation of maintenance and service contracts and administers contracts for work on project lands, buildings, utilities, vehicles, heavy equipment, and floating plant. Includes preparation of plans and specifications for small maintenance contracts and preparation of Government estimates.

OM 10-1-2

APP P

1 July 02

(c) Inspects all maintenance and service contracts except for those noted under Natural Resources Management Branch.

(d) Performs routine inspections and assists District Office personnel in the annual and periodic inspections of the main dam embankments, powerhouses, spillways and the dam outlet works structure, intake structures, and all appurtenant structures. Implements corrective measures.

(e) Performs inspections and assists District Office personnel in the periodic inspections of river structures and local flood protection projects turned over to sponsors. Reports results of the annual inspections to the Chief, Operations Division.

(f) Makes observations and records data from instruments installed in structures and embankments used to determine structure movement, subsurface strata movement, pore pressure, relief well flows, etc. Forwards data to the District Office for analysis.

(g) Manages project fire fighting and fire prevention programs.

(h) Provides meteorological data in report form to both the National Weather Service and Engineering Division, Hydrologic Engineering Branch, Hydrology and Meteorology Section.

(2) Construction.

(a) Responsible for administration of all construction contracts assigned.

(b) Provides engineering opinion and to requirements of plans and specifications.

(c) Provides COR action on all Category II submittals.

(d) Coordinates all modification actions and documents modification file.

(e) Prepares Government estimates for modifications when required.

(f) Supports Contracting Division and Construction Division during negotiations for modification with the prime contractor.

- (g) Prepares monthly pay estimates for each contract.
- (h) Reviews contractor's claims and submits findings to the District Office.
- (i) Provides for budget formulation and projection of construction work placement.
- (j) Reviews and conducts plan-in-hand surveys with customers and Engineering Division personnel.
- (k) Reviews, corrects, and submits to the District Office the as-built drawings.
- (l) Provides technical support to other project offices and personnel.
- (m) Monitors contractors' bar charts and network analysis system.
- (n) Coordinates contract modifications with Construction Division and Contracting Division.
- (o) Prepares Construction Contractor Appraisal Support System (CCASS) reports for all construction contracts administered by the Lake Office.

9. MISSOURI RIVER PROJECT OFFICE.

- a. Provides direction and management on all operations and maintenance activities within the geographical area of responsibility.
- b. Manages the project Dam Safety Program that includes execution of the Dam Safety Surveillance Plan. Consults with and assists the District's Dam Safety Officer in the development of standards, policies, and procedures related to the safety evaluation of structures. Directs the collection, analysis, and reporting of structural behavioral data and geologic data from various types of monitoring and surveillance instruments located within the dam and associated structures. In case of emergency, implements the Dam Safety Contingency Plan.
- c. Serves as the initial point of contact on all functions related to the Corps' operations and maintenance activities within the geographical area of responsibility.
- d. Prepares and distributes Notices of Navigation Interests to the public and other Government agencies and assists the general boating public.
- e. Serves as contracting officer's representative (COR) as designated by letter.
- f. Administers and performs supervision and inspection on all service contracts and on maintenance construction contracts specifically assigned.
- g. Determines current and long-range operations, maintenance and repair requirements, and reduces these to budgetary request for submission to and consideration by the Chief, Operations Division.
- h. Manages and coordinates assigned regulatory functions in conjunction with the Corps of Engineers Permit Program on project lands.
- i. Promotes good customer relations with local, State, and Federal officials and agencies.
- j. Directs and reports emergency operations activities within the boundaries as defined in ER 500-1-1, annexes A and B, appendix J, Omaha District.

OM 10-1-2

APP P

1 July 02

k. Provides project office administrative support which includes, but is not limited to correspondence, mail, records management, travel orders, document security, safety, fire prevention, and physical security requirements for all project office functions and other District elements upon request.

l. Processes, coordinates, and monitors all project personnel action requests and verifies manpower full-time equivalency utilization.

m. Develops all project purchasing and small contract procurement.

n. Operates and maintains the grounds, waterways, and other permanent project facilities associated with the Papio Dams, Salt Creek Dams, Salt Creek Channel, the Missouri River Bank Stabilization and Navigation Project, and Kensler's Bend Project.

o. Directs the operations for the repair and maintenance of all revolving fund and project owned floating plant, heavy mobile engineering equipment and vehicles.

p. Operates the floating plant and heavy mobile engineering equipment in support of the navigation project and the Salt Creek and Papio Dams.

q. Operates the District Sign Shop for the design, production, and distribution of standard and special signs.

r. Provides for the management and repair of all activities associated with the navigation channel, flood control dams and related structures, public facilities, buildings, grounds, roads and utilities associated with these projects. This includes O&M of the mobile land plant, vehicles, and floating plant supporting these activities.

s. Provides preliminary hydrographs of the navigation channel stabilization and control structures, monitors channel conditions, and notifies navigation interests accordingly. Identifies repair and maintenance work needed and recommends scope-of-work for hired labor crew or maintenance contracts as required. Schedules and directs maintenance and repair work to be performed by hired labor forces.

t. Furnishes technical information and criteria for the preparation of maintenance, construction and service contracts, and administers, as assigned, those contracts for work on project channels, buildings, utilities, vehicles, heavy equipment, and floating plant.

u. Performs routine inspections and assists District office personnel in the annual and periodic inspections.

v. Makes observations, evaluates and records data from instruments installed in structures and embankments used to determine structure movement, subsurface strata movement, pore pressure, relief well flows, etc. Forwards data to the District office for analysis.

w. Responsible for administering all maintenance construction contracts assigned. This includes:

- (1) Providing engineering opinion as to requirements of plans and specifications.
- (2) Providing COR action on all Category II submittals.
- (3) Coordinating all modification actions and documents modification file.
- (4) Preparing Government estimates for modifications when required.
 - (a) Supports Contracting Division and Construction Division during negotiations for modification with the prime contractor.
 - (b) Preparing monthly pay estimates for each contract.
 - (c) Verifying all contractors' weekly payrolls and conducting on-the-job interviews.
 - (d) Reviewing contractor's claims and submitting findings to the District office.
 - (e) Assisting in budget formulating and projecting construction work placement.
 - (f) Reviewing and conducting plan-in-hand surveys with customers and Engineering Division personnel.

OM 10-1-2

APP P

1 July 02

- (g) Reviewing, correcting, and submitting as-built drawings.
- (h) Providing technical support to project personnel.
- (i) Monitoring contractor's bar charts and network analysis system.
- (j) Prepare Construction Contractor Appraisal Support System (CCASS) reports for all construction contracts administered by the Project Office.
- (k) Prepares plans and specifications for small maintenance contracts.
- (l) Responsible for identifying maintenance needs at all project assigned to Project Office.
- x. Inspects all maintenance construction and service contracts except for those noted under the Salt Creek/Papio Field Office.
- y. Performs routine inspections and assists District office personnel in the annual and periodic inspections. Also regular inspections of the dam embankments, outlet work structures, intake structures and associated grounds and structures of the Salt Creek and Papio Dams.
- z. Performs annual inspections of federally constructed flood control structures turned over to local sponsors.
- aa. Performs inspections of privately owned flood control structures rehabilitated under authorization of Public Law 84-99.
- bb. Performs inspections of emergency repairs made to protect the integrity of public utilities (Section 14 projects).
- cc. In execution of the Dam Safety Surveillance Plan, collects, provides preliminary field analyses, and reports structural behavior data and geological data from various types of monitoring and surveillance instruments located within the dams and associated structures.
- dd. Makes observations, evaluates and records data from instruments installed in structures and embankments used to determine structure movement, subsurface strata movement.

ee. Coordinates the Section 10 and 404 permit applications, environmental assessments, and performs inspections during and upon completion of permitted activities. Performs preliminary investigations of suspected program violations.

ff. Provides for resource management of all project lands and waters including planning and implementation.

gg. Provides contract administration for operation service contracts such as mowing, cleanup, waste disposal, tree care, and pesticides. This includes preparation of specifications and plans for submittal to the District Office.

hh. Participates in the development of the provisions and makes recommendations relative to real estate out grants, and performs compliance inspections of out grants, easements, and permits.

ii. Executes the cultural resource program. Reviews and monitors all actions which may affect cultural resources to assure local, State, and Federal guidelines and regulations are not compromised. Conducts surveys and investigations.

jj. Performs routine patrols of project land and water to detect illegal use of resources. Enforces provisions of the Title 36 citation program.

kk. Acts as coordination element for the Corps on natural resources management activities with local and State officials in the areas of pest control, project fire and water safety, recreation programs including park and recreation leases and interpretive programs, and fish and wildlife activities.

ll. Provides field data to District office for use in water quality sampling, the natural resources management systems report, preparation of environmental assessments, drafting of project master plans and operational management plans, inventory of recreation facilities, reports of visitation statistics, annual reports, and preparation/revisions of project brochures.

mm. Provides recreation management on all assigned areas and projects.

nn. Provides coordination with levees on all assigned areas and projects for O&M management.

OM 10-1-2
APP P
1 July 02

oo. Provides operation and maintenance support to the Cornhusker AAP,
BASOPS-Installation management/Community Relations team, Grand Island, NE.

TRI-LAKES PROJECT OFFICE.

- a. Serves as the initial point-of-contact on all functions related to the Corps' operation and maintenance activities concerning land and water resource programs.
- b. Exercises direct supervision and direction of the Regulatory, Natural Resources Management, Maintenance and Inspection functions.
- c. Administers and performs supervision and inspection on all service contracts and on construction contracts specifically assigned.
- d. Determines current and long-range operations, maintenance and repair requirements and reduces these to budgetary requests for submission to and consideration by the Chief, Operations Division.
- e. Manages the Project Dam Safety program which includes execution of the Dam Safety Surveillance Plan. Consults with and assists the District's Dam Safety Officer in the development of standards, policies and procedures related to the safety evaluation of structures. Directs the collection, analysis and reporting of structural behavior data and geologic data from various types of monitoring and surveillance instruments located within the dams and associated structures. In case of emergency, implements the Dam Safety Contingency Plan.
- f. Promotes good customer relations with local, State and Federal officials and agencies.
- g. Directs and reports emergency operations activities within the boundaries, as defined in ER 500-1-1, annexes A and B, appendix J, Omaha District.
- h. Serves as contracting officer representative (COR) as designated by letter.
- i. Provides office administrative support which includes, but is not limited to: correspondence, mail, records management, travel orders, document security, safety, fire prevention and security requirements for all office functions.
- j. Provides for the development and execution of all appropriated funds assigned and utilized at the Project.

OM 10-1-2
APP P
1 July 02

- k. Processes, coordinates and monitors all office personnel action requests and verifies manpower full-time equivalency utilization.
- l. Provides for purchasing and small contract procurement for the office.
- m. Provides field office management for coordinating information on hydrologic engineering activities pertaining to flood control responsibilities and water quality field data collection support to Engineering Division. Monitors water release activities at the flood control projects. Receives reservoir regulation orders from the Omaha District Office, Water Control Section, when reservoir levels are in the flood control zone; otherwise receives orders from the Colorado State Engineer.
- n. Serves as Corps representative at public meetings and functions of other Federal agencies and on task forces or committees established by State or local units of Government. Assigns appropriate Corps representative for contracts with State and local officials.
- o. Establishes and maintains liaison with other Corps, Federal, non-Federal agencies and local interests on matters concerning water resources and emergency activities.
- p. Serves as the field response unit for emergency management.
- q. Serves as contact for flood hazard information on individual sites and on reaches of streams in response to requests from Federal, State and local officials.
- r. Provides for natural resource management of all project land and water. Enforces U.S. Title 36.
- s. Acts as coordination office within Project boundaries on natural resource activities with local and State officials in the areas of pesticide management, Project fire and water safety, recreation programs (including park and recreation leases and interpretive programs) and fish and wildlife activities.
- t. Provides contract administration for operation service contracts such as mowing, cleanup, waste disposal, tree care and herbicides. This includes preparation of plans and specifications for submittal to the District Office.

u. Participates in the development of the provisions and makes recommendations relative to real estate outgrants and performs compliance inspections of outgrants, easements, licenses and permits.

v. Provides field data to District Office and local and State officials in the areas of pest control, Project fire and water safety, recreation programs and fish and wildlife activities.

w. Provides field data to the District Office for use of water quality sampling, the Natural Resources Management Systems report, preparation of environmental assessments, drafting of Project master plans and operational management plans, inventory of recreational facilities, reports of visitation statistics, annual reports and preparation/revisions of Project brochures.

x. Executes the cultural resource program. Reviews and monitors all actions which may affect cultural resources to assure local, State and Federal guidelines are not compromised. Conducts surveys and investigations.

y. Coordinates and administers law enforcement and Project security contracts and programs with local, State and Federal officials.

z. Operates the South Platte Visitor Center to include development and execution of long-range plans for interpretive, environmental education and water safety programs.

aa. Represents the Omaha District at public meetings and functions of other Federal agencies and serves on task forces or committees established by local units of Government as appropriate.

bb. Provides management, inspection, maintenance, repair and operations of all activities associated with buildings, public facilities, roads, utilities, land and floating plant, and other miscellaneous equipment associated with the three lake projects.

cc. Determines current and long-range operations, maintenance and repair requirements.

dd. Assists in the preparation of maintenance and service contracts and administers contracts for work on Project lands, buildings, utilities, vehicles and equipment. Includes preparation of plans and specifications for small maintenance contracts and preparation of Government estimates.

OM 10-1-2

APP P

1 July 02

ee. Participates in routine annual and periodic inspections of Project structures. Implements corrective measures.

ff. In execution of the Dam Safety Surveillance plans, collects, provides preliminary field analysis and reports structural behavior data and geological data from various types of monitoring and surveillance instruments located within the dams and associated structures. In case of emergency, implements the Dam Safety Contingency Plan.

gg. Performs routine inspections and assists District Office personnel in the annual and periodic inspections of the embankments, spillways, outlet works structure, intake structures and all appurtenant structures.

hh. Performs inspections of federally constructed structures turned over to local sponsors and of privately owned flood control structures rehabilitated under authorization of Public Law 84-99.

ii. Inspects emergency repairs made to protect the integrity of public utilities and works (Section 14 projects).

jj. Furnishes technical information and criteria for the preparation of maintenance, construction and service contracts and administers, as assigned, individual contracts. Includes preparation of plans and specifications.

APPENDIX Q

1. PLANNING, PROGRAMS AND PROJECT MANAGEMENT DIVISION.

- a. Exercises principal staff responsibility for Programs and Project Management.
- b. Responsible for implementing the execution of USACE's Project Management Business Process (PMBP) system.
- c. Provides principal staff oversight for the development, coordination and approval of Local Cooperation Agreements, Memorandums of Understanding, or other agreements requiring customers, division or higher headquarters approval.
- d. Integrates project schedules into a comprehensive District schedule, analyzes District workload, develops and coordinates manpower requirements with functional chiefs, and provides recommendation to the Commander on manpower distribution in accordance with project and program performance.
- e. Provides staff leadership in establishing District PMBP to effectively manage scope, quality, cost, budgets and schedules of projects and to further define related interfaces, roles and responsibilities.
- f. Conducts Project Review Board (PRB).
- g. Receives, interprets, assigns, and implements program and project direction, guidance, correspondence from higher authorities.
- h. Advises the District Commander concerning project submissions pertaining to scope, cost and schedules information; reprogrammings; and other reports to higher authority, the Congress and the customer.
- i. Selects, supervises, assigns projects to, provides guidance to, and rates the performance of the project managers (PMs) or delegates this responsibility to the appropriate branch chief in the Planning, Programs and Project Management Division.
- j. Elevates project issues not resolved by the PM to the District Commander for resolution.

OM 10-1-2

APP Q

1 July 02

k. Participates in the Operating Budget process with the District Commander, Budget Officer and Program Budget Advisory Committee, to ensure a successful financial management process and to fulfill the commitment to complete projects and programs on schedule and within budget.

l. Serves as Career Program Manager for Engineers and Scientists of the Programs and Project Management Division.

2. CIVIL WORKS BRANCH

- a. Exercises principal staff responsibility for Programs and Project Management (PPM) of all assigned civil works projects.
- b. Responsible for implementing the execution of USACE's Business Process for civil works projects in accordance with ER 5-1-11.
- c. Provides leadership in establishing District Project Management Business Process (PMBP) to effectively manage the scope, quality, cost, budget and schedules of civil works and military projects, and further define PPM interfaces, roles and responsibilities, providing strong project and customer orientation, improving project continuity and accountability.
- d. Selects, supervises, assigns projects to, provides guidance to, and rates the performance of PMs and other branch personnel.
- e. In cooperation with technical chiefs, provides supervision of technical staff performing project management duties and is intermediate rater for performance.
- f. Establishes, in coordination and concurrence with the other District elements, teams for each project. These teams will be led by the PM.
- g. Provides principal staff oversight for the development, coordination, and approval (either local or higher headquarters) of Memorandums of Understanding or other agreements requiring customer, division, or higher headquarters approval. Supports all interagency agreements, as resources are available.
- h. Prepares and presents to the PRB, DDE-PM, District Commander, NWD, HQUSACE or other interested parties, program/project execution status and recommendations pertaining to cost and schedule, reprogramming actions, and other items of interest for subsequent reporting to higher authority, the Congress, and the customer.

OM 10-1-2

APP Q

1 July 02

i. Prepares data for monthly PRB meeting. Chairs monthly Project Review Committee (PRC) on Civil Works projects and prepares minutes of PRC and the Executive Summary and presents these to the PRB meetings. Provides project specific analysis and feedback to the PRB, coordinating the resolution of project issues with the various functional elements, minimizing the impacts to project schedules and budgets. Transmits required reports and the District Commander's Executive Summary to MRR and NWD.

j. Receives, interprets, disseminates, and implements program and project direction, guidance and correspondence from higher authorities.

k. Prepares applicable portions of command studies and plans in support of emergency, contingency, mobilization, general war, and development plans.

l. Oversees development of the Project Management Plan (PMP) for all project schedule, budget, quality control plan, monitors project execution, manages changes, and makes/recommends necessary adjustments.

m. Develops District relations with both new and existing customers.

n. Leads the development of the District's comprehensive civil works program execution plan, including analysis of scheduled A-E, service, supply, and construction contracts as well as in-house effort.

o. Serves as the civil works program point of contact with the District's Small Business Program coordinator. With appropriate project managers and activity directors, develops scheduled contract information needed to prepare annual Small Business Program Plan.

p. Participates in negotiation of feasibility cost sharing agreements (FCSA) and leads the District in preparation of project cooperation agreements (PCAs).

q. Project Management Functions.

(1) Serves as the recognized leader of the project team. Manages the overall project including acquisition planning, affordability and corporate commitments, throughout planning, design, and construction phases of assigned projects.

- (2) Collects and assembles basic criteria and engineering data required for planning, design, and construction.
- (3) Obtains and provides project criteria as the guide for developing contractual requirements and conditions, and preparation of contracts with architect-engineer (A-E) firms and construction firms.
- (4) Serves on evaluation boards for A-E contracts for assigned projects.
- (5) Assures that environmental commitments are incorporated into the project and honored through succeeding phases.
- (6) Integrates all data required to prepare the PMP from designated TMs, including real estate, and from the customer, or other required sources. Obtains reviews and endorsements of the PMP from contributing District elements, Division Office, and the customer. Presents the PMP to the District PRB for approval. Ensures the continuing updating of the PMP.
- (7) Allocates budgets of project funds to each District element in accordance with the work breakdown structure and standard code of accounts, consistent with the District operating budget, and based on data from the PMP.
- (8) Monitors actual obligations and expenditures to ensure compliance with the PMP and effective utilization of all project funds; Federal and non-Federal.
- (9) Works with designated team members to ensure early identification of project-related issues which may impact scope, quality, cost, budget, and schedule. Facilitates resolution of these issues or elevate them to the appropriate decision making level. The PM is responsible for resolving these problems in the most appropriate manner.
- (10) Manages project schedule and cost, making and/or recommending necessary adjustments including use of contingencies based on changes and performance. Ensures development, in conjunction with the cost engineer and designated TMs, of all required cost estimates. Develops forecast schedules and estimates.

OM 10-1-2

APP Q

1 July 02

(11) Prepares Project Schedule and Cost Change Requests or receives such requests from other District elements or the customer. The PM will review, coordinate, and obtain the appropriate level of approval for the project cost and schedule changes, in accordance with the PMP and/or Corporate Group. Submits recommendations for approval to higher headquarters those cost or schedule changes required by legislation or policy.

r. Responsible for overall reporting, coordination, and oversight of District overall civil works program.

s. Responsible for central management of assigned special studies including, but not limited to, comprehensive regional or basin-wide studies, preconstruction, Engineering and Design (E&D) studies, O&M studies, and studies for other Federal agencies requiring a comprehensive approach to the problem.

s. Responsible for programming, execution, and cradle-to-grave management of the CAP.

t. Prepares comments on draft directives and guidance from higher headquarters concerning long-range objectives and policy.

u. Reviews and comments on proposed Section 404 permits.

3. MILITARY BRANCH

a. Exercises principal staff responsibility for Programs and Project Management (PPM) of all assigned military construction (MILCON) projects.

b. Provide leadership in establishing District management processes and procedures to effectively manage the scope, quality, cost, budget, and schedules of military projects, and further define PPM interfaces, roles and responsibilities, providing strong project and customer orientation, improving project continuity and accountability.

c. Selects, supervises, assigns projects, provides guidance, and rates the performance of PMs and other branch personnel.

d. Establishes, in coordination and concurrence with other District elements, teams for each project. These teams will be led by the PM for those tasks identified as a project management responsibility.

e. Develops the District military annual and multi-year programs based on individual projects and activity input from the other functional elements and major commands. Integrates project schedules into a comprehensive District schedule for each program, analyzes District workload, develops and coordinates manpower requirements with functional chiefs, and provides alternative resource and schedule recommendations for consideration by the Project Review Board (PRB) or the Program Budget Advisory Committee (PBAC). Supports the military programming process by providing project budget and schedule information to required installations.

f. Provides principal staff oversight for the development, coordination, and approval (either local or higher headquarters) of Memorandums of Understanding or other agreements requiring customer, division, or higher headquarters approval. Supports all interagency agreements as resources are available.

g. Prepares and presents to the PRB, DDE-PM, District Commander, MRR, NWD, HQUSACE or other interested parties, program/project execution status and recommendations pertaining to cost and schedules, reprogramming actions, and other items of interest for subsequent reporting to higher authority, the Congress, and the customer.

OM 10-1-2

APP Q

1 July 02

h. Prepares data for monthly PRB meeting. Chairs monthly Project Review Committee (PRC) on military work and prepares minutes of PRC and the Executive Summary and presents these to the PRB meetings. Provides project specific analysis and feedback to the PRB, coordinating the resolution of project issues with the various functional elements, minimizing the impacts to project schedules and budgets.

i. Receives, interprets, disseminates, and implements program and project direction, guidance and correspondence from higher authorities.

j. Prepares applicable portions of command studies and plans in support of emergency, contingency, mobilization, general war, and developmental plans.

k. Prepares documents for Military Acquisition plans, Project Acquisition Strategy Boards (PASB), makes program adjustments as necessary

l. Oversees development of the Project Management Plan (PMP) for all projects, including an integrated project schedule, budget, quality control plan, monitors project execution, manages changes, and makes/recommends necessary adjustments.

m. Develops expanded District relations with both new and existing customers.

n. Leads the development of the District's comprehensive military works program execution plan, including analysis of scheduled A-E, service, supply, and construction contracts as well as in-house effort.

o. Serves as the military works program point of contact with the District's Small Business program coordinator. With appropriate project managers and activity directors, develops scheduled contract information needed to prepare annual Small Business Program Plan.

p. Project Management Functions.

(1) Serves as the recognized leader of the Project Delivery Team comprised of various District functional elements, customers and other members as appropriate. Manages the overall project including acquisition planning, affordability, and corporate commitments throughout planning, design, and construction phases of assigned projects.

- (2) Collects and assembles basic criteria and engineering data required for planning, design, and construction.
- (3) Obtains and provides project criteria and engineering data required for planning, design, and construction.
- (4) Serves on evaluation boards for A-E contracts for assigned projects.
- (5) Assures that environmental commitments are incorporated into the project and honored through succeeding phases.
- (6) Integrates all data required to prepare the PMP, including real estate, the customer, or other required sources. Obtains reviews and endorsements of the PMP from contributing District elements, Division Office, and the customer. Presents the PMP to the District PRB for approval. Ensures the continual updating of the PMP.
- (7) Allocates budgets of project funds to each District element in accordance with the work breakdown structure and standard code of accounts consistent with the District operating budget and data from the PMP.
- (8) Monitors actual obligations and expenditures to ensure compliance with the PMP and effective utilization of all project funds.
- (9) Works with designated team members to ensure early identification of project-related issues which may impact scope, quality, cost, budget, and schedule. Facilitates resolution of these issues or elevate them to the appropriate decision making level. The PM is responsible for resolving these problems in the most appropriate manner.
- (10) Manages project schedule and cost, making and/or recommending necessary adjustments including use of contingencies based on changes and performance. Ensures development in conjunction with the cost engineer, of all required cost estimates. Develops forecast schedules and estimates.
- (11) Prepares project schedule and cost change requests or receives such requests from other District elements or the customer. The PM will review, coordinate, and obtain the appropriate level of approval for the project cost and schedule changes, in accordance with the PMP and/or Corporate Group. Submits recommendations for approval to higher headquarters for those costs or schedule changes required by legislation or policy.

OM 10-1-2
APP Q
1 July 02

(12) Collects and assembles basic criteria and engineering data required for planning, design, and construction.

(13) Obtains and provides project criteria as the guide for developing contractual requirements and conditions, and preparation of contracts with A-E firms and construction firms.

4. HAZARDOUS, TOXIC, AND RADIOACTIVE WASTE (HTRW) BRANCH

- a. Exercises principal staff responsibility for program and project management duties on assigned HTRW projects.
- b. Responsible for implementing the execution of USACE's Project Delivery Team Process for HTRW projects in accordance with ER 5-7-1. This includes serving as the project team leader, single point of contact with all HTRW customers, and cradle-to-grave project manager during all phases of work including studies, remedial actions and long-term monitoring.
- c. Provides overall team leadership in establishing district management processes and procedures to effectively manage the scope, quality, cost, budget, schedules and overall execution of HTRW projects. In addition, has the role of defining and implementing PM interfaces, roles and responsibilities, strong project and customer orientation, and consistent project continuity/accountability.
- d. Actively supports District business development activities with both existing and new customers to make sure customers are fully aware of Corps of Engineers programs and capabilities.
- e. Responds to HTRW materials contamination problems at customer installations and sites utilizing in-house staff as well as specially developed contract mechanisms such as Indefinite Delivery Type (IDT) A-E services contracts, Environmental Remediation Services contracts, Pre-placed Remedial Action (PPRA) contracts and Total Environmental Restoration Contracts (TERCs). Arranges and coordinates Project Acquisition Strategy Board (PSAB) Meetings to determine appropriate project execution strategies for each HTRW project assignment.
- f. Coordinates and/or executes planning and technical requirements for the District's HTRW mission assignments under appropriate policies, laws and regulations including the Comprehensive Environmental Response Compensation and Liability Act (CERLA). Resource Conservation Recovery Act, and the Defense Environmental Restoration Program (DERP). Potential and existing customers include Army, Air Force, Formerly Used Defense Sites (FUDS), EPA, and many other local, state, Federal agencies.
- g. Develops project scopes of work, prepares official government estimates and negotiates contract actions as well as develops project requirements for both in-house and contracted project execution.

OM 10-1-2

APP Q

1 July 02

h. Executes, administers and coordinates studies and designs of assigned HTRW projects. This includes execution and administration of studies, designs, and advertisement of projects. Supervises and administers contracts for services of A-Es, engineering consultants, and other required technical experts. Responsible for assuring in-house and A-E design product quality.

i. Supports the Rapid Response international program through active marketing and primary customer interface during the project development phases. Ensures that the District screens all potential projects for compliance with established Rapid Response criteria prior to acceptance.

j. Monitors progress, schedules and/or executes appropriate reviews, and coordinates input from technical reviewers, customers, and regulatory agencies. Take the lead in contract negotiation activities, including technical and level of effort aspects. Coordinates the resolution of project issues with the various functional elements, minimizing the impact on project schedules, cost and budget.

k. Develops the district HTRW annual and multi-year programs based on individual project and activity input from the other functional elements. Supports HTRW programming process by providing input to the annual project budget and schedule information to accommodate budgeting and reporting, including reprogramming documents for assigned projects. Monitors and analyzes HTRW workload projections to provide resource information to functional chiefs, the DDEPM, and the Program Budget Advisory Committee (PBAC).

l. Provides principal staff oversight for the development, coordination and approval (either local or higher headquarters) of Memorandums of Understandings, or other agreements requiring customers, division or higher headquarters approval.

m. Receives, interprets, disseminates, and directs the implementation of program and project guidance, policy, procedures, directives, and correspondence from higher headquarters.

n. Supports all interagency agreements between the Corps of Engineers and other Federal agencies, as resources are available. Develops expanded District relations with both new and existing customers.

Q.4.2.

- o. Functions as authorized representative of the Contracting officer on Environmental Services, A-E, Pre-Placed Remedial Action Contracts, Total Environmental Restoration Contracts, and other environmental restoration related contracts.
- p. Prepares and presents HTRW Program/Project Status information at monthly Project Review Committee (PRC) and Project Review Board (PRB) meetings and transmits required reports to Northwestern Division. Provide to the PRB, DDEPM or the Commander, recommendations regarding project submissions, reprogramming actions, and other reports to higher authority, and the Customer. Develops, updates, and distributes appropriate routine monthly upward/lateral reporting documentation regarding project schedule and financial status information to upper management and/or customer, as appropriate.
- q. Continually monitors and analyzes District HTRW workload, manpower requirements, and alternative resources to assist functional chiefs in determining resource requirements.
- r. Coordinates and conducts Project Acquisition Strategy Board (PASB) meetings to determine appropriate execution method for all HTRW projects.
- s. Provides HTRW technical and managerial support/advice to all customers including support at District's military and civil works programs/projects, when requested.
- t. Performs cradle-to-grave management during all phases of work including studies, design, remedial action and long-term monitoring. This includes the preparation of Inventory Project Reports, Preliminary Assessments/Site Investigations, Remedial Investigation/Feasibility Studies (RI/FS), Remedial Designs/Remedial Actions for environmental customers.
- u. Manages project execution progress, schedules and conducts Senior Management and Line Item Reviews, and coordinates input from reviewers and those governmental agencies responsible for furnishing functional requirements. Closely monitor funds obligations and strive to exceed program goals and objectives.

OM-10-1-2

APP Q

1 July 02

v. Utilizes projected HTRW program workload to determine contract requirements and timing for initiation of indefinite delivery type contract procurements. Coordinates and participates in contractor selection process, including serving on source selection board as required.

w. Obtains and provides project criteria and engineering data used as the guide for developing contractual requirements and conditions, and preparation of contracts with environmental restoration firms.

x. Integrates project schedules into a comprehensive District schedule for the program, analyzes District workload, develops and coordinates manpower requirements with functional chiefs, and provides recommendations to the branch chief on manpower distribution in accordance with project and program performance. Manage projects in accordance with the District's Project Management Business Process (PMBP) and ensure development of the Project Management Plans for selected HTRW projects are developed and maintained, where appropriate. Monitors project execution and makes recommendations regarding scope, schedule and budget adjustments. Reviews, coordinates, and obtains the appropriate level of approval for HTRW project cost estimates and schedule changes, in accordance with customer needs and project team input. Submits recommendations for approvals to higher headquarters those cost or schedule changes required by legislation or policy.

y. Receives, interprets, disseminates, and directs the implementation of HTRW customers' program and project guidance, policy, procedures, directives, and correspondence from higher headquarters.

z. Ensures that there is effective and efficient use of resources, that funds are used only for the purposes specified, and that technical restrictions are not violated. Monitors project fiscal closeout, resolutions of financial status and proper disposition of remaining funds. Provides control of direct charges to the project in accordance with District policies.

5. PROGRAMS MANAGEMENT BRANCH.

- a. Develops the District's civil works annual and multi-year programs based on individual projects and activity input from project managers and other functional elements.
- b. Provides support through the preparation of backup and handout information for the District Engineer's visits with members of Congress. Develops compilation of necessary project and program information and trend analyses.
- c. Leads District preparation for periodic Civil Works Program Review with Division Commander and staff. Participates with presentation of program information and trend analyses.
- d. Responsible for the preparation and submission of civil works and program data for budgetary submission and changes thereto; and the analysis, review and coordination of all civil works programming. Interprets and determines the civil works impact of all pertinent legislation, programming and budgeting guidance and regulations, annual programming criteria, and other directives provided by higher authority, giving full consideration to consistency with administration policy.
- e. Evaluates and disseminates policy instructions regarding the civil works program and budget submissions, coordinates program proposals of other staffs, analyzes data regarding past performance and fiscal status furnished by the Resource Management Office. Advises the Resource Management Office of requirements for civil works fund adjustments.
- f. Prepares and submits current year program schedules on civil works to higher authority for approval. Reviews and analyzes all civil works programs of the District to ascertain progress made toward objectives. Recommends adjustment of work allowances between projects as necessary within Commander's authority. Requests adjustments of work allowances or additional funds from USACE beyond Commander's authority.
- g. Maintains constant review of factors affecting civil works programming and budget submission particularly during the period of budgetary review by higher authority, and maintains informal contact with Division Programs Management Office in order that supplementary technical information may be submitted when required.

OM 10-1-2

APP Q

1 July 02

h. Using input from project managers, prepares PB-6 reports (Study Cost Estimates) for authorized studies, PB-3 reports (Annual Project Cost Estimates), preconstruction engineering and design estimates, and supporting papers and obtains approval from higher authority.

i. Using input from project managers, prepares project programs and budget documents such as the PB-2a (Detailed Project Schedule), provides general oversight of budget programs for operation and maintenance; and coordinates justification data for general investigations. Prepares justification sheets for submission to Congress in final form. Responsible for revising or updating these documents to support the President's budget request to Congress.

j. Participates with DDE(PM), project managers and technical divisions in establishing project priorities and development of long-range civil works programs. Participates in the development and preparation of the Division Ten-Year Program and Financial Plan.

k. Develops, in coordination with functional elements, civilian force configuration (FORCON) data comprising manpower requirements compatible with the President's budget request and/or congressional appropriations and with approved work schedules, by function, organization, and appropriation. Submits FORCON data to Division headquarters as justification for its initial and mid-year manpower requests.

l. Estimates direct funded obligations by quarter for funds apportionment requirement and submits to Resource Management Office.

m. Participates in the preparation of local sponsor advance construction agreements (P.L. 90-483, Section 215) and local sponsor financing plans, and evaluates proposed letters of assurance and local cooperation and contributed funds agreements.

n. Implements, modifies, maintains, and operates the Project and Resource Information System for Management (PRISM) and other management information systems for civil works programming.

o. Exercises primary responsibility in the coordination of program and budget system for long-range programs and project historical data, limited to oversight of management of the O&M budget.

p. Prepares Volume II and statistical data for Volume I of the Annual Report of the Chief of Engineers to Congress. Submits draft for approval; coordinates changes therein with Division. Submits final copy to USACE when completed. Furnishes copies of the District extract to appropriate members of Congress.

q. Participates with technical elements in the preparation, analysis, and validation of ENG Form 2101, Schedule of Obligations and Expenditures, for the civil works program. Monitors program progress, evaluates performance, and in coordination with activity directors and project managers, determines causes for deviations from schedules and implements program changes and funding adjustments. Requests additional authority or funds when required, to more effectively accomplish program objectives and resource utilization. Prepares explanations of the major deviations for use in the quarterly CMR Briefing and in the monthly deviation report submitted to Division.

r. Responsible for reviewing and reclassifying projects to or from active, deferred, or inactive status and reporting changes to higher authority. Assists in formulating policy and recommending whether deferred or inactive projects be retained or recommended to Congress for deauthorization.

s. Responsible for determining the amount of funds stated in contracts having continuing funding provisions. Initiates contract administrative modifications for increases or decreases in the amount of funds available for payment.

t. Develops data to be included in narrative sheets accompanying project index maps.

u. Responsible for correlating answers to Division, USACE, or congressional questions concerning the President's budget or changes in project economics, structural dimensions, scope, etc. that arise in connection with budget hearings.

v. Prepares and submits the Annual Report of Expenditures by state.

w. Participates in the preparation and submission of monthly PM reports. Provides support to project managers in the development of budgetary data and management of current year funds. Ensures consistency between PM and budget program guidance. Provides general administrative and clerical support to project managers.

OM 10-1-2

APP Q

1 July 02

x. Provides detailed and comprehensive financial analyses to project managers, technical elements, customers, and higher authorities, including program and project status tracking, cost reporting, program briefings, funds management, and data management. Customers include upper management, program management counterparts, technical elements of major commands within DOD, EPA, State and various other organizations and agencies.

y. Provides direct input for the programming, scheduling, budgeting, management and control of funds.

z. Conducts fiscal programming, independent studies and prepares related reports and briefings.

aa. Provides project level financial data to PMs and technical elements within USACE.

bb. Maintains databases needed for program and project management and execution.

cc. Formulates, presents, and defends the PPM portion of the District Operating Budget. Coordinates and combines the operating budgets for all branches of PPM to present a combined PPM Division Operating Budget. Monitors and provides early indications of effects on projects due to changes in available funding or overhead rates. Makes recommendations to solve or mitigate problems developing from mission or overhead rate changes.

dd. Allocates funds to technical elements within the District and other Districts (via MIPR) for project execution, in pre-construction project phases. Includes providing control of direct charges to the project in accordance with District policies; requests/revokes excess funds and prepares billings when appropriate. Takes appropriate actions in CEFMS to receive funds; reviews funds for project status and year-end closeout.

ee. Reviews CEFMS reports to determine spending trends related to the execution of military projects/programs.

ff. Conducts special studies and analysis of unobligated funds and provides data to customers as required.

- gg. Determines the availability of funds for proposed contract modifications.
- hh. Ensures the development of the District military annual and multi-year programs by preparing future funding requirements for military programs. Prepares special funding requests and transfers, including special justification statements for customers and higher headquarters.
- ii. Conducts special analysis of historical execution trends and programming documents to forecast income and determine supportable current and future manpower needs for the District. Serves as focal point to prepare, compile and coordinate the District input to the Corps of Engineers Resource and Military Manpower System (CERAMMS).
- jj. Prepares all fiscal forecast studies and tracking reports; provides routine and special reports on potential or developing problems with recommendations for abating or correcting these problems. Analyzes performance indicators and cost data vital to managing the MILCON program.
- kk. Serves as District POC for all MILCON funding issues and documents, including support to all Branch personnel involving funds control activities.
- ll. Integrates project schedules in the comprehensive District schedule, analyzes District workload, develops and coordinates manpower requirements with functional chiefs, and provides alternative resources and schedule recommendations for consideration by the PRB.
- mm. Manages automated design management systems, including PROMIS. Develops local interface and system programs to expand application and utility, as required. Manages management information system support and reporting requirements for the HTRW program.
- nn. Prepares all military design funds requests and performs overall military financial budgeting and control on a line item basis, coordinating with Finance & Accounting (F&A), Construction Division, and project managers.

OM 10-1-2
APP Q
1 July 02

oo. Coordinates funds management functions for Engineering Division.

(1) Performs program analysis of Engineering Division's engineering and design program as required and makes recommendations to the Chief, Engineering Division concerning short-and long-range planning of resource requirements.

(2) Provides reports as needed for Engineering's technical management function.

(3) Prepares cost transfers, lost effort reports, and other documents for F&A, and performs liaison functions between Engineering Division and F&A.

(4) Responsible for coordinating for Engineering Division the planning, management, and support of budget preparation and funds administration associated with the civil works program. Prepares and maintains Engineering Division's civil works financial schedules, monitors execution, and coordinates with F&A and other technical offices as required.

6. PLANNING BRANCH

- a. Advises the Commander and staff on all civil works planning matters.
- b. Serves as District's senior leader in executing planning programs.
- c. Prosecutes a comprehensive water resources development program.
- d. Maintains surveillance of policy and legislation affecting planning and coordinates civil works planning with other agencies and programs.
- e. Oversees District activities to ensure proper compliance with National Environmental Policy Act, Endangered Species Act, Fish and Wildlife Coordination Act, National Historic Preservation Act, Native American Graves Protection and Repatriation Act, and associated environmental laws and regulations. Serves as District point of contact for all activities associated with these laws and regulations.
- f. Ensures compliance with National Environmental Policy Act of 1969, Endangered Species Act, Fish and Wildlife Coordination Act, National Historic Preservation Act, Native American Graves Protection and Repatriation Act, and other environmental mandates for all civil works activities.
- g. Maintains the capability within Planning Branch to provide the technical services of Plan Formulation, Environmental Analysis, Economic Analysis and Cultural Resources to District Activities.
- h. Prepares applicable portions of command studies and plans in support of emergency, contingency, mobilization, general war, and development plans.
- i. Represents Planning on District Project Review Board.
- j. Serves as the District point of contact and advisor to the Commander for civil works policy issues.
- k. Leads marketing and program development for the civil works planning program.
- l. Provides integration of the use of civil works planning program to meet nations water resource development needs.

m. Responsible for quality control for all civil works planning products.

o. Environmental Economics and Cultural Resources Section

(1) Serves as Environmental Advisor to the District Commander on environmental regulations and policies of the Corps and other agencies and groups. Serves as higher Omaha District authority on technical and policy matters involving environmental regulations, policies, and procedures. Represents Omaha District in discussions and negotiations with higher authority, other agencies, and interest groups on environmental matters.

(2) Maintains District's center of expertise for National Environmental Policy Act (NEPA), Endangered Species Act (ESA), Fish and Wildlife Coordination Act (FWCA), Wild and Scenic Rivers Act, and associated environmental laws and regulations. Determines technical and procedural adequacy of compliance documents for all District civil works actions.

(3) Prepares Omaha District guidance/policy/procedures on compliance with NEPA, ESA, FWCA, and associated environmental laws and regulations. Reviews other offices' policies, guidance, and procedures for compliance for consistency with current environmental laws and policies.

(4) Responsible for the central management of the review of environmental statements/environmental assessments of other agencies. Reviews and comments on proposed actions of other agencies and coordinates with Regulatory Branch to determine if they need Section 10 and/or Section 404 permits.

(5) Participates in the formulation of plans, particularly those designed to achieve Federal environmental objectives and provides assessments and evaluation of environmental aspects of all plans considered in studies by Planning Branch.

(6) Formulates plans for fish and wildlife; aquatic weed control; preservation of scenic, scientific, esthetic, soils and vegetation management, and reclamation; landscaping; and environmental beautification for inclusion in planning study recommendations.

(7) Provides technical assistance to District elements on environmental, recreation, and resource matters.

(8) Designs, conducts, and coordinates special studies and research programs in cooperation with academic institutions and others for the development and improvement of methods of planning and appraising measures for preserving and utilizing our natural, cultural, and socioeconomic resources.

(9) Prepares environmental impact statements (EIS) and environmental assessments (EAs) for appropriate civil works, real estate, military, and major regulatory functions. Participates in the review of EISs prepared by other agencies for actions requiring Section 10 and/or 404 permits. Participates in the scoping and review of EAs and EISs prepared for Superfund and Defense Environmental Restoration Program actions.

(10) Prepares biological assessments and coordinates with U.S. Fish and Wildlife Service to ensure compliance with the Endangered Species Act.

(11) Provides coordination and management of the District's civil works environmental program. Assures that actions the District takes to implement its civil works mission are in compliance with the Nation's environmental statutes.

(12) Prepares contract environmental protection specifications for all civil works construction.

(13) Conducts environmental baseline studies as required.

(14) Establishes and maintains liaison with other Federal and non-Federal agencies and local interests on matters concerning the above studies.

(15) Maintains District's center of expertise for the National Historic Preservation Act and related cultural resources protection laws. Responsible for central management of the District's cultural and historic program and provides technical direction to the District's field archaeologists. Ensures the District's actions are in compliance with National Historic Preservation Act and the Native American Graves Protection and Repatriation Act.

(16) Prepares historic Properties Management plans for existing District civil works projects.

(17) Performs economic, institutional, and social analyses, and risk-based assessments required in the plan formulation process, including projection of needs, assessment of impacts, and evaluation of alternative plans. Responsible for all economic and sociological studies performed in the District.

OM 10-1-2
APP Q
1 July 02

(18) Performs cost allocation studies, repayment schedules, financial capability, and ability-to-pay analyses for feasibility studies, Phase I AK&D studies, and design memorandums.

(19) Performs economic and social analyses required for assessment of the impact on real estate, Section 10, and Section 404 actions.

(20) Conducts economic/financial trade-off analyses for installation decision documents.

(21) Conducts market feasibility studies and the Partners for Environmental Progress Program.

(22) Conducts studies to determine flood damages prevented annually by existing Corps, Bureau of Reclamation, and Soil Conservation Service projects.

p. Plan Formulation Section

(1) Responsible for plan formulation for new projects or major additions or rehabilitation to existing projects, including multi-purpose comprehensive projects as well as single purpose flood control, environmental restoration, hydropower, water supply, etc. Integrates the information developed in all other aspects of the study.

(2) Responsible for central management of General Investigations (GI) Program and the Continuing Authorities Program (CAP).

(3) Responsible for management of assigned special studies.

(4) Responsible for programming, execution, and cradle-to-grave management of the CAP and assigned specifically authorized projects.

(5) Provides team leadership throughout the Planning process.

(6) Leads the public involvement process.

(7) Prepares Project Authorization Documents, feasibility reports, Division Engineer notice, Chief's report, and other decision documents for the civil program.

(8) Provides for integration of technical products into the formulation of the project and into the project report.

(9) Facilitates the review process within the district for all feasibility reports and related decision documents.

(10) Develops Cost Sharing Agreements (CSAs) and Project Management Plans (PMPs) and leads the CSA negotiation process for GI and CAP studies, and assigned CG efforts.

(11) Establishes and maintains coordination with other Federal and non-Federal agencies and local interests and congressional representatives on matters concerning CAP and GI studies, and assigned CG efforts.

(12) Conducts planning activities in accordance with established Federal planning criteria, as prescribed by appropriate USACE planning regulations and as supplemented by the Northwestern Division Commander.

(13) Prepares comments on draft directives and guidance from higher headquarters concerning long-range objectives and policy.

(14) Manages all District activities in Planning Assistance to States programs, including management and monitoring of all funds and complete program execution.

APPENDIX R

1. PUBLIC AFFAIRS OFFICE.

- a. Serves as principal advisor to the Commander and staff on public affairs matters, many of which are national in scope.
- b. Conducts wide-ranging public involvement program relative to the District's environmental mission. This key program is national --sometimes international -- in scope.
- c. Coordinates with Webmaster on all District home pages and all Corps documents accessible on Internet and Intranet. Serves as final approver of all District information available on Internet and Intranet. This key effort has both national and international impacts.
- d. Researches, prepares and disseminates news stories on District achievements and projects to print and electronic media. Prepares and disseminates Public Service Announcements to electronic media. This key program is both international and national in scope.
- e. Acts as liaison between government and representatives of the public and media. Provides them with information on key District projects. Maintains cordial and cooperative relations with print and electronic news media representatives, wire chiefs, and staffs. Has both national and international impacts.
- f. Writes, assists with preparation of, and provides information for various presentations and speeches given by the Commander and immediate staff, field offices, MRR and even USACE.
- g. Trains other team members throughout the District in Risk Communications and "working with reporters." The impact of this responsibility is national in scope.
- h. Maintains a public affairs photo library consisting of black-and-white and color prints and color slides.
- i. Develops audiovisual presentations on Corps activities, programs and for training purposes. Sometimes makes speeches to civic, educational and business groups on Corps activities.

- j. Maintains newspaper clippings and VHS tapes of news and editorial comments relating to Corps activities.
- k. Coordinates public speaking requests from local groups, civic clubs, and schools interested in hearing the Corps message on its programs.
- l. Publishes an electronic newsletter for employees each month.
- m. Coordinates briefings for individuals and groups both in and out of the Corps.
- n. Plans and carries out a public affairs plan for the District's water-safety program.
- o. Prepares community relations plans and public information plans for various projects and activities.
- p. Responds to a wide variety of information queries by mail, telephone or in person.
- q. Coordinates tours of the Headquarters' offices.
- r. Develops displays and exhibits, establishes schedule for showings, and coordinates showings. Oversees exhibits in the 106 Building and maintains bulletin boards. Features attractive layouts of District activities and interests.
- s. Coordinates development and preparation of informational brochures.
- t. Develops, coordinates, and carries out programs and activities covering special events, dedications, and open houses.
- u. Serves as liaison with news media and public at the scene of emergency operation and disaster sites . Prepares applicable portions of command studies and plans in support of emergency, contingency, mobilization, general war, and development plans.
- v. Serves as the Career Program Manager for the Information and Editorial Career Program.

APPENDIX S

1. REAL ESTATE DIVISION.

- a. Advises the Commander and staff on all real estate matters.
- b. Exercises staff supervision over District real estate activities.
- c. Provides such real estate support for other commands, agencies, and activities as may be directed.
- d. Exercises authority delegated to the District for determinations under PL 91-646.
- e. Provides legal advice on real estate matters for the District.
- f. Acts as Activity Director and is responsible for programming, budgeting, and executing programs for those activities assigned in MRD-R 37-1-1. Ensures that there is effective and efficient use of resources, that funds are used only for the purpose specified, and that technical restrictions are not violated.
- g. Prepares applicable portions of command studies and plans in support of emergency, contingency, mobilization, general war, and development plans.

2. APPRAISAL BRANCH.

a. Directs and provides professional real estate valuation, appraisal review, and consultation services to all branches of the Real Estate Division, other elements of the Omaha District, and external installations and clients.

b. Contracts for services with professional fee appraisers for appraisals in excess of staff capability or for those that are required to be outsourced pursuant to applicable regulations.

c. Reviews and approves real estate appraisal reports for the purchase, rental, disposal, or use of real property in which the estimated market value does not exceed \$1,000,000 or the estimated market rental value does not exceed \$250,000 per annum. Also reviews all appraisals on which approval has been reserved and makes recommendations concerning them to higher authority. Review responsibilities include reports prepared by staff appraisers and realty specialists, as well as those prepared by contract appraisers, those submitted by non-federal sponsors under cooperative agreements, and others.

d. Provides assistance and support to the Department of Justice in the event of condemnation proceedings in Federal Court.

e. Provides advisory services on all appraisal matters for the District and serviced organizations.

3. ACQUISITION BRANCH.

- a. Performs all legal work necessary to cure defective titles, prepares appropriate conveyances, and closes real property purchases in accordance with Justice Department standards.
- b. Prepares final title opinion assemblies for submission to USACE.
- c. Coordinates and processes all actions pertaining to eminent domain.
- d. Reviews and provides comments concerning estates to be acquired with regard to preparation of design memoranda and planning reports.
- e. Coordinates and processes claims and litigation matters resulting from the use and occupancy of real estate.
- f. Prepares and processes contracts for local cooperation relative to federally assisted programs.
- g. Prepares, coordinates, and processes engineering design memoranda, including attorney's reports, which involve land acquisition and relocation of public roads, highways, utilities, railroads, towns, cemeteries, and pipelines.
- h. Prepares requests for administrative waivers to leave third party interests outstanding.
- i. Leasing and Purchase Section.
 - (1) Responsible for acquiring space in buildings and leasing land.
 - (2) Administers real estate actions necessary for the Recruiting Facilities Program for all DOD recruiting services.
 - (3) Prepares Certificate of Necessity required for Army facilities.
 - (4) Obtains rights of entry for use of lands for both military and civil works projects, including maneuver permits for military requirements.

OM 10-1-2
APP S
1 July 02

(5) Orders title evidence for real estate to be acquired by purchase, condemnation, relocation's, or lease.

(6) Negotiates for the purchase of real estate interests.

(7) Oversees implementation of the Uniform Real Property Acquisition Policy.

(8) Offers relocation assistance under PL 91-646, Title II, to persons displaced as a result of acquisition.

(9) Prepares requests for authority to accept counteroffers beyond the authority of the Commander.

(10) Participates in on-site inspections, obtains current ownership data, prepares and submits draft of Findings of Fact to Engineering Division and obtains rights of entry for Superfund and Defense Environmental Restoration Programs. Provides additional support as requested.

4. MANAGEMENT AND DISPOSAL BRANCH. (Civil and Military Sections)

a. Renders legal advice on matters/issues resulting from the management and disposal of real property at civil works projects and military installations.

b. Provides legal assistance to Office of Counsel and Department of Justice concerning claims and litigation arising out of the use and occupancy of real estate at civil works projects and military installations.

c. Determines the extent of Federal jurisdiction on military lands and prepares jurisdictional assemblies to acquire or retrocede legislative jurisdiction on those lands.

d. Coordinates requests for annexation of civil works and military lands. Prepares annexation assemblies and evaluation reports to be forwarded to OASA for determination of Army position.

e. Reviews staff prepared outgrants and disposal documents for legal sufficiency and statutory compliance.

f. Responsible for environmental evaluation of all real property transactions involving the management and disposal of real property.

g. Negotiates for exchange of Government-owned real estate for private lands and buildings. Performs all legal work necessary to our defective titles, prepares appropriate conveyances, and closes real property purchases in accordance with Justice Department standards. Prepares final title opinion assemblies for submission to USACE.

h. Prepares, negotiates and administers all outgrants (i.e. leases, easements, licenses, permits, rights of entry, consents) on civil works projects, Army installations and, when requested, Air Force installations.

i. Plans, schedules and conducts outgrant compliance inspections and enforces provisions of all outgrants on civil works projects and Army installations.

j. Plans, schedules and conducts Executive Order 12512 real property utilization surveys and reports of civil works projects.

k. Coordinates review of public land withdrawals. Prepares Rejustification Statements for previous withdrawals of public lands utilized by the Department of Army at civil works projects and Army installations.

OM 10-1-2

APP S

1 July 02

- l. Responsible for the administration, disposal and sale of buildings standing crops, minerals, timber, and improvements on non-excess lands at civil works projects, Army installations and, when requested, Air Force installations.
- m. Prepares and submits reports to GSA of excess real property at civil works projects, Army installations and, when requested, Air Force installations.
- n. Coordinates and issues Archaeological Resource Permits to qualified archaeologists for Archaeological Resources Protection Act (ARPA) work at civil works projects.
- o. Develops plan for resolution of encroachments and negotiates encroachment resolution with encroaching parties.
- p. Reviews master plans and appendices draft Environmental Impact Statements, and Phase I and II Development Plans. Provides comments and recommendations concerning real estate matters.
- q. Conducts inspections of previously disposed Government properties to ensure compliance with disposal conditions and ensure recapturable properties are maintained.
- r. Responsible for reviewing, approving and processing Omaha District and Missouri River Region employees' claims for reimbursement in connection with real estate transactions incident to permanent change of station (PCS).
- s. Serves as Real Estate Division technical manager for all real estate disposal activities associated with military base realignments and closures (BRAC).
- t. Prepares opinions of value and brief appraisals of small value (under \$10,000) associated with outgrants and disposals of real property.
- u. Provides line supervision over the Pierre and Riverdale Real Estate Offices.

5. PLANNING AND CONTROL BRANCH.

- a. Analyzes resource requirements and capabilities for staff review. Prepares FORCON, CERAMMS and other manpower data for division.
- b. Provides support for Real Estate Management Information System (REMIS) through the System Administrator.
- c. Provide data for Command Management Review.
- d. Control Section
 - (1) Initiates, plans, direct, coordinates, and execute budget and fund control operations involving development and scheduling of overall real estate activity programs.
 - (2) Compiles and maintains records for manpower utilization by real estate activity, organization, appropriation and command.
 - (3) Maintains or provides oversight for all official and reference files for Real Estate Division. Distributes incoming and outgoing mail for the division.
 - (4) Researches, reviews, compiles, prepares, and maintains the permanent audited historical files.
 - (5) Develops and maintains real estate statistical, financial, and workload reports.
 - (6) Establishes plans, work item and fund accounts for Real Estate in CEFMS.
 - (7) Researches and compiles information on installation history for Superfund and Defense Environmental Restoration Programs.
 - (8) Maintains the Accountable Real Property records for civil, military, and revolving fund projects for the Omaha District and the Missouri River Region. Conducts inventory of real property on District civil works projects and military projects for which District has accountability. Maintains file of inventories signed by responsible employee, or hand receipt holder.
 - (9) Coordinates interagency transfer of surplus installations for the Omaha District. Processes DD 1354's for transfer of accountability for all military land acquisitions to the using service.

OM 10-1-2
APP S
1 July 02

(10) Performs collection function in CEFMS for all civil and military outgrants, disposal actions and other miscellaneous collections for real estate activities.

(11) Procures supplies and miscellaneous services for the division.

c. Planning Section

(1) Serves as Technical Manager for real estate actions on all cost share projects. Coordinates and oversees all real estate actions with project sponsors and District employees.

(2) Serves as Technical Manager for planning actions on federally funded civil works and military projects.

(3) Participates on project study teams to ensure appropriate real estate actions are integrated into project development.

(4) Establishes real estate acquisition boundaries, determines estates to be acquired, performs site evaluations and provides guidance on real estate issues.

(5) Establishes real estate schedules, cost estimates and requirements for reconnaissance, feasibility, PCA, FCSA, PSP documents.

(6) Creates legal descriptions for planning, acquisition, outgrants and disposals.

(7) Serves as District representative at site selection meeting for new Army Reserve Centers.

(8) Prepares segment maps, aerial photos, special purpose maps, charts and exhibits for real estate actions.

(9) Provides CADD, Intergraph and GIS services

(10) Produces and/or reviews and submits all real estate planning reports and real estate design memorandums.

6. REAL ESTATE OFFICES.

a. Pierre Real Estate Office. Responsible for all military real estate activities in the State of South Dakota and civil works real estate activities for the Missouri River basin in the State of South Dakota only. This excludes that portion of Lake Oahe, which extends into the State of North Dakota.

b. Riverdale Real Estate Office. Responsible for all military real estate activities in the State of North Dakota only and civil works real estate activities for the Missouri River basin in the States of North Dakota and Montana. This includes that portion of Lake Oahe that extends into North Dakota.

c. Twin Cities Real Estate Office. Responsible for all military real estate activities in the States of Minnesota and Wisconsin and those areas of Michigan that are the responsibility of the Omaha District.

APPENDIX T

I. RESOURCE MANAGEMENT OFFICE (RMO).

- a. Advises the Commander and staff on matters dealing with programming and budgeting, finance and accounting, manpower management, and management analysis and improvement activities within the District. Represents the Commander at the Division's Regional Management Board (RMB) and other adhoc committees.
- b. Exercises general and staff supervision over resource management activities throughout the District. Directly supervises comptroller careerists within RMO.
- c. Prepares applicable portions of command studies and plans in support of emergency, contingency, mobilization, general war, and development plans.
- d. Chairperson for the District's Civilian Welfare Fund (CWF) Council. Advises CWF Council on matters dealing with fund availability, budget projections, uses and restrictions of CWF Non-Appropriated Funds (NAF) for MRR, Omaha and Kansas City Districts. Appoints Fund Custodian within RMO staff.
- e. Serves as Career Program Manager (CP-11/CP-26) for the comptroller and manpower/ force management functional areas. Reviews all personnel actions affecting the CP11 career field throughout the District that result in change of classification or a new accession. Serves as Career Program Manager for ACCESS (automated career referral) and for nominations to Corps, Army or DoD CP11 training.
- f. Develops and carries out long-range plans and specific projects to meet the training and educational needs of District staff.
- g. Advises all levels of management concerning determination of education and training needs and most effective and cost efficient methods and sources to satisfy those needs.

OM 10-1-2

APP T

1 July 02

h. Develops, coordinates, and administers on-site training and educational activities which are responsive to immediate and long-range goals of the installation, the command, and the Department of Army.

i. Recommends establishment of contracts/agreements with educational institutions and collaborates with management officials in working out curricula, costs, attendance, etc.

j. Provides assistance to the CPAC as required to meet Human Resource Development goals, such as providing statistics for reports and consolidating training needs for surveys to be submitted to the CPOC or higher headquarters.

k. Assists management and the CPAC in developing local policy and procedures regarding training and education of employees. Provides training to managers, supervisors, and training coordinators on these policies and procedures.

2. BUDGET, MANPOWER, AND MANAGEMENT BRANCH.

- a. Assists and advises the Commander and staff elements on matters pertaining to management analysis activities and capabilities of the District.
- b. Analyzes, evaluates and recommends action regarding the District organization and proposed changes to it as pertains to structure, function assignments, staffing, and cost impact.
- c. Prepares the District's position organization chart. Publishes and maintains the Omaha District Organization and Functions Memorandum.
- d. Analyzes and develops improvements in operating practices and work processes.
- e. Administers the Commercial Activities (CA) Process and provides the CA Program Manager and Alternate.
- f. Coordinates the District's Management Control Program.
- g. Assists the Commander in developing and monitoring the command goals and objectives.
- h. Administers the Committee Management Program and provides the Committee Management Officer.
- i. Administers the Army Ideas for Excellence Program (AIEP), and provides the AIEP Coordinator.
- j. Plans, develops, coordinates, and manages the District's Command Management Review and other periodic assessments of program and resource execution (Such as Monthly Business Review).
- k. Establishes the necessary controls to assure that the use of funds is within the limits described on authorizing documents and statutory or administrative directives.

OM 10-1-2

APP T

1 July 02

l. Exercises fiscal control over funding allocations. Receives and allocates all direct and reimbursable funding. Performs a fiscal review of all reimbursable customer orders and Funding Authorization Documents for direct funds, including fund revocations. Coordinates all funding documents with technical staff and fund directors, and loads funding data in CEFMS.

m. Formulates, presents, defends and monitors execution of the District Command Operating Budget. Prepares operating budget reports and analyses, as required, for the District Program Budget Advisory Committee (PBAC) and the NWD Regional Management Board (RMB). Compiles and analyzes monthly budget execution data, and prepares the Operating Budget section of the District Monthly Business Review (MBR).

n. Determines General and Advisory (G&A) and Departmental overhead rates, and loads them into CEFMS for application. Periodically reviews overhead account balances and analyzes causes of out-of-tolerance balances, and revises overhead rates as necessary to maintain balances within prescribed nominal ranges.

o. Prepares the District Civil Automated Budget (CAB) in CEFMS and periodically submits to HQUSACE, as required, for use by the Chief of Engineers in his preparation and defense of the Civil Works budget estimates before OMB and Congress.

p. Performs fiscal reviews of and processes Civil Works fund adjustments determined by the Planning, Program and Project Management Division. Maintains fiscal control of civil work allowances.

q. Maintains a record of funding received for the O&M, Army (OMA) appropriations, both program and allocation. Coordinates and reviews OMA Unfunded Requirement (UFR) submissions to HQUSACE.

r. Coordinates the preparation of data for District manpower surveys and initiates action on survey recommendations.

s. Performs manpower control functions to include distribution of manpower resources and distribution of District manpower by budget appropriation.

- t. Provides advice and assistance to managers on manpower authorizations and manpower utilizations.
- u. Coordinates District manpower staffing studies.
- v. Coordinates the submission and approval requirements for manpower requirements systems.
- w. Maintains the District's Table of Distribution and Allowances (TDA) to reflect current organizational structure and authorizations.
- x. Maintains and updates the District's Integrated Manning Document (IMD) in accordance with HQUSACE guidance.
- y. Monitors and evaluates manpower utilization based on Consolidated Command Guidance (CCG) criteria.
- z. Performs monthly reconciliation and submission of manpower reports to HQUSACE.

3. FINANCE AND ACCOUNTING BRANCH.

a. Exercises staff supervision over all financial, general and cost accounting activities of the Omaha District. Provides technical advice and assistance on financial matters to all elements of the Omaha District.

b. Assures that funds are available as reflected in the official accounting records for the Omaha District.

c. Coordinates and maintains all financial property inventory accounting records for the Omaha District.

d. Performs functional review of finance and accounting operations in the branch.

e. Reviews travel vouchers on a quarterly basis for regulatory compliance.

f. Assists in PCS travel orders and voucher preparation for all employees of District.

g. Reviews all audit reports and replies to findings and recommendations. Implements acceptable procedural recommendations resulting from external reviews.

h. Prepares operational reports on significant activities or trends within the branch.

i. Maintains financial and cost accounting records prescribed by higher authority as necessary to meet the operating needs of the Omaha District.

j. Furnishes financial, general and cost accounting data required by the District for guidance in estimating and programming operations for current and subsequent fiscal years.

k. Reviews and analyzes finance and accounting reports emanating from CEFMS.

- l. Develops techniques and implements instructions contained in finance and general accounting manuals prescribed for such accounting systems by higher authority.
- m. Certifies availability of funds as delegated by the Finance and Accounting Officer for the Omaha District.
- n. Assists in the preparation of plant rental computations for the Omaha District.
- o. Performs continuing review of operating cost account balances for the Omaha District and collaborates with operating managers in making necessary revisions of pertinent operating rates.
- p. Maintains liaison with the District's Information Management Office and Headquarters' CEFMS Systems Team in Huntsville, AL.
- q. Maintains liaison between the Omaha District and the U.S. Army Corps of Engineers Finance Center (UFC) in Millington, TN on all collections, disbursements and finance and accounting reporting matters.
- r. Performs the customer service function for all district employees' payroll matters between the CPAC, CPOC and DFAS payroll office.
- s. Processes requests from Omaha District employees for waiver of erroneous payments.
- t. Follows-up on all collections over 150 days old that have been referred back to the District by the UFC.
- u. Initiates termination action on uncollectible debt.
- v. Manages and coordinates the Department of Defense travel credit program.
- w. Collects and processes funds due the Omaha District.
- x. Serves as POC for CEFMS problem reports; serves as POC for CEFMS training.

APPENDIX U

1. SAFETY AND OCCUPATIONAL HEALTH OFFICE.

a. Plans, organizes, directs, oversees, and evaluates all District Safety and Occupational Health (SOH) program elements in accordance with regulations set forth in AR 385-10, AR 40-5 and other related laws, regulations, policies, and standards. Advises the Commander on the status of the SOH program and recommends appropriate actions.

b. Oversees and provides technical support to managers and supervisors on the following SOH programs: construction safety and health; Occupational Safety and Health Act (OSHA); occupational health and industrial hygiene; hazard communication; hazardous, toxic, and radioactive waste (HTRW) ordnance and explosive waste; radiation safety; medical surveillance; hearing conservation; laboratory SOH (chemical hygiene plan); respiratory protection; blood borne pathogen prevention; ergonomic safety and health; civil works O&M safety and health; environmental safety and health (USACE facilities); public and recreation safety; marine safety; diving safety; safety management evaluations; fire prevention and protection; motor vehicle operations training; civilian resource conservation program (SOH portion); accident reporting and analysis; safety awards; and confined space entry procedures.

c. Establishes SOH training needs and assists in meeting requirements.

d. Provides technical assistance in accident investigation and reporting. Reviews and inputs data, for all reportable accidents, into USACE Safety Information Management Systems.

e. Compiles and analyzes accident experience data, develops accident counter-measures and maintains official safety experience and activity files.

f. Reviews design criteria, contract plans, contract accident prevention programs, activity hazard analyses, specifications, procurement documents, Site Safety and Health Plans and work plans. Integrates SOH requirements into all applicable District operating procedures, and conducts risk assessments.

g. Conducts periodic safety and industrial hygiene surveys/ inspections/ evaluations of construction, recreation, hazardous, toxic, and radioactive waste, ordnance and explosive waste operations, and operations and maintenance sites.

h. Provides administrative guidance for the selection, training, testing, and licensing of operators of motor vehicles, heavy equipment, and motor boats.

OM 10-1-2

APP U

1 July 02

- i. Manages the District Safety Awards Program.
- j. Attends planning meetings, i.e., pre-construction, pre-dive, design, bartering, etc.
- k. Investigates employee complaints of possible unsafe or unhealthful working conditions.
- l. Serves as technical advisor to District safety councils and committees.
- m. Develops and conducts safety promotional activities.
- n. Develops and maintains safety and health operating procedures in accordance with policy, laws, regulations, and standards.
- o. Establishes written goals and objectives, which are pertinent to the mission and consistent with guidance from higher headquarters.
- p. Conducts annual safety management evaluations and periodic safety surveys to evaluate the effectiveness of the SOH program.
- q. Establishes SOH personal protective clothing and equipment requirements.
- r. Coordinates with and participates in meetings with other Federal, State, and local safety and health agencies and associations and with the local employees union.
- s. Coordinates and implements the SOH requirements of the Civilian, Military and Public resources.
- t. Provides guidance for managers of the District underwater diving program for contractors and government employees.

APPENDIX V

1. SECURITY AND LAW ENFORCEMENT.

- a. Advises the Commander and staff concerning the Discipline, Law and Order Program.
- b. Formulates and maintains an effective crime prevention program; takes necessary action to prevent, uncover, and eliminate acts of fraud, malfeasance, and misfeasance.
- c. Maintains liaison with local, county, State and Federal law enforcement agencies.
- d. Recommends to the Commander and staff procedures to effectively control all pedestrian and vehicular movement in Corps projects/activities.
- e. Administers the District personnel identification system concerning the issuance of DA Form 1602, Civilian Identification Card.
- f. Exercises staff supervision, and administers the Physical Security Program and conducts physical security inspections and surveys.
- g. Coordinates security matters pertaining to visits of VIP's and foreign nationals and serves as Visitor Control Officer.
- h. Reports serious incidents under the provisions of AR 190-40.
- i. Exercises overall staff supervision concerning control and safeguarding of classified defense material.
- j. Accomplishes Subversion and Espionage Directed against the Army (SAEDA) orientation, annual indoctrination, and security briefings for all employees of the District.
- k. Reviews results of National Agency Checks with inquiries and forwards material to Army Investigative Records Repository and Personnel Office, as required.
- l. Submits requests for counterintelligence services when required.

OM 10-1-2

APP V

1 July 02

m. Administers the implementation of the Industrial Security Program as it pertains to clearance of contractors and facilities requiring access to Corps of Engineers defense information.

n. Serves as operational security (OPSEC) point of contact and assists the Commander in carrying out OPSEC responsibilities.

o. Supervises and monitors the safeguarding of communications security (COMSEC) information.

p. Evaluates and recommends appropriate physical security measures for the overall automation systems security in all information management activities.

q. Prepares applicable portions of command studies and plans in support of emergency, contingency, mobilization, general war, and development plans.

s. Coordinates all aspects of the personnel security program concerning security clearances for District and MRR employees.

APPENDIX W

1. SMALL BUSINESS OFFICE

- a. Plans, develops, coordinates, and implements the Small Business Program for the Omaha District regarding all small and disadvantage businesses within the District boundaries.
- b. Serves as Advisor to the District Commander regarding all matters related to the Small Business Program.
- c. Prepares pertinent correspondence, reports, and documents, as required to develop and implement policies related to Small and Disadvantaged Businesses Utilization (SADBU).
- d. Arranges meetings with small and disadvantaged businesses. Serves as District representative for SADBU issues.
- e. Educates management and staff personnel, small and small disadvantaged business, large business contractors, and other federal agencies, through personal contact, formal training courses, workshops, trade association meetings and other forums, concerning USACE Small Business Program policy and procedures.
- f. Performs regional interface with the Small Business Administration (SBA), other DoD, Federal, State, and local Minority Business Development Agencies, HQUSACE Office of Small Business, contractor associations, contractors, and special interest groups on matters concerning the Small Business Program.

APPENDIX X

GLOSSARY OF ACTION VERBS

ADVISE:	To give an opinion as to what to do or how to handle a situation.
ANALYZE:	To study the factors of a situation or problems in detail in order to determine a solution.
APPROVE:	To sanction officially; to ratify, endorse, accept as Satisfactory.
ASSIST:	To lend aid, to help, give support to.
CERTIFY:	To attest authoritatively; to assure to make certain.
COMMAND:	To exercise direct authority, to order, to control.
COMPILE:	To compose or collect from other documents or sources.
CONDUCT:	Act or manner of carrying on, directing or managing as a Business, to lead or direct.
CONSOLIDATES:	To combine or compress into a single whole.
CONTROL:	To exercise guiding or restraining power over; to regulate, curb or check.
COORDINATE:	To cause to act or work together for a common purpose as in timing, unifying, and integrating work.
DETERMINE:	To resolve or reach a conclusion after thought and investigation.
DEVELOP:	To progressively work out something in detail.
DIRECT:	To give authoritative orders or instructions.
DISTRIBUTE:	To divide among several or many; to deal out; allot.

OM 10-1-2
APP X
1 July 02

ESTABLISH	To make stable or firm, to fix, to appoint or enact; to found; to gain recognition or acceptance.
EVALUATE:	To judge with respect to worth.
EXECUTE:	To carry out; to produce in accordance with a policy or plan.
IMPLEMENT:	To translate plans or policies into action; to prepare, disseminate, and follow up orders.
INITIATE:	To perform the first act; to make a beginning with; to originate.
INSPECT:	To view closely and critically so as to ascertain quality or state; to detect errors.
ISSUES:	To send or give out officially.
MAINTAIN:	To continue or preserve; to carry on; to keep possession of.
MANAGE:	To plan, organize, direct, guide, coordinate, and control resources to achieve established objectives.
MONITOR:	To review, observe critically, and analyze.
OPERATE:	To manage or conduct; to work, to put into or continue activity.
PARTICIPATE:	To act in common with others; to share; to partake.
PERFORM:	To put into effect; to carry out; to accomplish; to fulfill.
PREPARE:	To fit, adapt, or qualify beforehand for a particular purpose.
PROCESS:	To act on; to subject to a treatment of procedure.
PROVIDE:	To supply for use; to furnish; to make available.
RECEIVE:	To acquire, come into possession of a gain from outside source.

RECOMMEND: To offer or favor for adoption.

RESPONSIBLE: To charge with accomplishment of a task; accountable for.

SUPERVISE: To direct personally.

VERIFY: To confirm, check, or test the accuracy of.

